

# Parent & Student Handbook

1954



2019

2019-2020

# Parent and Student Handbook 2019-2020

Monsignor Slade Catholic School  
120 Dorsey Road  
Glen Burnie, Maryland 21061  
[www.msladeschool.com](http://www.msladeschool.com)

School Office: 410-766-7130  
Fax: 410-787-0594

Edu-Care: 410-760-2024  
Extended Care: 410-760-2055  
Health Room: 410-766-8222  
Guidance Office: 410-760-4228  
Maintenance: 410-766-1598



*“It is not by chance that we are here; it is God’s greatest gift.” ~ St. Julie Billiart*



Dear Parents and Guardians:

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child.
2. to understand and support the religious nature of the school.
3. to read all communications from the school and to request clarification when necessary.
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. to promote your school and to speak well of it to others.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. to appreciate that Catholic education is a privilege that many persons do not have.

So, welcome to Monsignor Slade Catholic School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education.

Sincerely,

Mrs. Alexa L. Cox  
Principal

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## **Foundational Documents**

### **Archdiocese of Baltimore Catholic Schools Mission Statement**

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential—spiritually, intellectually, physically, socially, and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial stability.

### **Monsignor Slade Catholic School Mission Statement**

The mission of Monsignor Slade Catholic School is to promote Catholic faith and intellectual development in our students. We do this by teaching about and modeling the precepts of the Catholic faith, as well as challenging our students with a rigorous course of study. We do this so that they will use their faith, knowledge, and skills to shape their futures positively and work for the benefit of the whole society.

### **Belief Statements**

We believe in the value and dignity of each person.

We believe that teaching is a noble profession.

We believe faculty, staff, and parents guide students to an awareness of their relationships with God and others.

We believe that the knowledge of religious truth and values is necessary to respond to the Church's call to meet local, national and global needs.

We believe parents are the primary educators of their children.

We believe that the school, in partnership with parents, promotes students' development.

We believe a nurturing and safe environment is essential for learning.

We believe in encouraging critical thinking, leadership, and civility, by providing learning opportunities that meet the needs of the developing person.

### **Accreditation**

All Archdiocesan high schools and elementary schools are accredited as a system through AdvancED Accreditation Commission (link to <http://www.advanc-ed.org/>). Every five years, the Department of Catholic Schools completes the system-wide accreditation review, which culminates with a visit by an AdvancED External Review Team. Each school is evaluated based on the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. These standards and benchmarks can be found at <http://www.catholicsschoolstandards.org>.

### **History**

Ground was broken at the site of Holy Trinity School in October 1952, and construction was begun in May 1953. On Sunday, June 20, 1954, the official dedication of the school was held with the Most Reverend Francis P. Keough, DD, presiding and the Rev. Michael W. Hyle as featured speaker. Opening day, September 7, 1954, saw a student enrollment of 504 and a staff of six Sisters of Notre Dame de Namur assisted by three lay teachers.

With the division of Holy Trinity Parish into four separate and independent parishes, the parochial affiliation of the school was no longer practical. In July, 1973, the Northern Anne Arundel Regional Catholic School was organized under the Archdiocesan Board of Education, using the facilities of the Holy Trinity school-convent education complex and serving the parishes of Good Shepherd (Glen Burnie), Crucifixion (Glen Burnie), St. Bernadette (Severn), Our Lady of the Fields (Millersville), and St. Joseph (Odenton), as well as Holy Trinity (Glen Burnie). During the 1977-78 school year, St. Elizabeth Ann Seton (Crofton) became the seventh member of the Regional School parishes. During the 1991-92 school year, Our Lady of the Chesapeake (Pasadena), became the eighth member of the Regional School parishes. In 1994-95 St. Lawrence Martyr (Jessup), became our ninth parish.

The parishes of St. Elizabeth Ann Seton, St. Joseph, and Our Lady of the Fields disincorporated with Monsignor Slade Catholic School in 2001 to form a new regional school which serves families in the southern part of Anne Arundel County.

Renamed the Arthur Slade Regional Catholic School by Lawrence Cardinal Shehan at dedicatory ceremonies on

February 24, 1974, the school continued its fine tradition of service to the people of Anne Arundel County, providing a religious-oriented education for kindergarten and grades 1 through 8 in the primary, intermediate and middle school levels. Since 1975, a state-approved Edu-Care Center has functioned providing services for 3-4 year olds. The expansion of the Edu-Care center in the fall of 1994 brought the addition of a part-time nursery school program for children ages 2-4. In the fall of 2014, a full day two year-old program was established.

2004 marked the 50<sup>th</sup> anniversary of the school, and Slade is proud of its continuing reputation for academic excellence in Anne Arundel County. Since opening day in 1954, enrollment has increased and the faculty has grown more than four-fold to nearly 40 teachers. A major renovation of the school auditorium was completed in 2004 in honor of the 50<sup>th</sup> anniversary. The school was re-named Monsignor Slade Catholic School in 2004 to honor the priestly ministry of its founder.

In July 2013, Monsignor Slade Catholic School transitioned into an Archdiocesan Collaborative School model. The ACS model combines the benefits of centralized governance with the benefits of local community involvement and a sense of ownership and decision-making at the local level.

Monsignor Slade Catholic School stands today as a living tribute to the faith and foresight of its founder, Msgr. Arthur C. Slade, pastor of Holy Trinity Parish from 1946 to 1968. A vision of the necessity of Catholic education for the children of his parish was a compelling force motivating his life. Monsignor Slade died on November 12, 1971. The school personnel and parent communities strive to develop a quality, faith-filled program in tribute to the legacy passed on by Monsignor Slade.

**School Colors:** Green and White

**School Mascot:** Roadrunner

### **Regional Parishes of MSCS**

**Christ the King Catholic Church**

126 Dorsey Road  
Glen Burnie, MD 21061  
Rev. Austin Murphy, Pastor  
410-766-5070

**Church of St. Bernadette**

801 Stevenson Road  
Severn, MD 21144  
Rev. Patrick Carrion, Pastor  
410-969-2783

**Our Lady of the Chesapeake**

8325 Ventnor Road  
Pasadena, MD 21122  
Rev. Stephen Hook, Pastor  
410-255-3677

**Church of St. Lawrence Martyr**

7850 Parkside Blvd.  
Hanover, MD 21076  
Rev. Victor Scocco, O.S.S.T., Pastor  
410-799-1970

### **MSCS School Board Members**

Jennifer Ewing, Board Chair  
[jenniferewing17@gmail.com](mailto:jenniferewing17@gmail.com)

Rev. Austin Murphy, Pastoral Rep  
[Austin.Murphy@archbalt.org](mailto:Austin.Murphy@archbalt.org)

Regina O'Hara, Secretary  
[oharar@spaldinghs.org](mailto:oharar@spaldinghs.org)

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[joe.shepherd@fnf.com](mailto:joe.shepherd@fnf.com)



## **Foundress of the Sisters of Notre Dame de Namur, Saint Julie Billiard**

Saint Julie Billiard, was born in Cuvilly, France, on July 12, 1751. Julie gave evidence of her future apostolate, when playing school as youngsters are wont to do, she actually taught her friends the catechism and hymns. As a teenager, Julie even instructed the reapers in the fields, answering their questions and explaining many truths of faith. Despite paralysis, which claimed Julie while still in her teens, she continued, gathering the children of the neighborhood around her bedside to hear the Word of God. During the French Revolution and its aftermath Julie was hounded from village to village as Public Enemy Number One because of her steadfastness in adhering to the true faith, and her 'wickedness' in instilling that faith into the hearts of others.

It was during this tragic time that Julie was given a vision of her future work. In ecstasy she beheld the crucified Christ surrounded by a group of women dressed in a religious habit she had never seen before. A voice proclaimed that these would one day be her daughters, going all over the world to teach little children to know and love the good God. The fulfillment of such a prophecy seemed impossible but the earnest prayers of a missionary priest, who implored the Sacred Heart of Jesus for Julie's cure, proved effective. Henceforth every ounce of her newborn strength was used for God's glory. When it became possible to teach the faith openly again, missionary priests conducted missions throughout France. Julie was asked to prepare the women and the children for the sacraments. So successful was this endeavor that more and more parishes requested her assistance. Meanwhile, a noble lady, Mademoiselle Francois Blin de Bourdon, who had escaped an appointment with the guillotine by the timely fall of Robespierre, offered her fortune and services to Julie, to be used in furthering the work of the apostolate. Together they opened a small school for the poor children of the district, and gradually other young ladies sought to join them. It was then that their spiritual director suggested the formation of a religious congregation. On February 2, 1804, the first vows were taken, thus officially giving birth to the new institute and shaping the fulfillment of Julie's vision.

Many pastors sought to obtain the help of Julie's Sisters in rebuilding their scattered flocks. Bishops of other dioceses added their entreaties. Julie's immediate superior, however, looked with disfavor upon this branching out of the institute. Julie felt the necessity of being true to her vision, but cost what it might, obedience to authority was ever her watchword. After many misunderstandings and vicissitudes, which virtually amounted to a persecution, including the expulsion of the Sisters from their native France, the obstacles were gradually cleared away by Divine Providence. Today we find the Sisters of Notre Dame on every continent.

The order in the United States has spread from the first Ohio Convent in 1840 to six provinces in the United States.

Julie Billiard was beatified in 1906 by Pope Saint Pius X and canonized by Pope Paul VI in 1969.

### **Sisters of Notre Dame de Namur**

'How good is the good God' is the maxim of St. Julie Billiard, foundress of the Sisters of Notre Dame de Namur (SND) in 1804. St. Julie envisioned her Sisters as teachers proclaiming God's goodness while addressing students' individual needs. Believing as St. Julie did that children must be taught what they need to know for life, the Sisters of Notre Dame are committed to the following tenets:

- Proclaiming the goodness of God
- Creating unique communities
- Providing opportunities for life-long learning
- Cultivating global perspectives
- Cultivating respect for the human dignity of every person, especially the poor

While the SND order no longer oversees Monsignor Slade Catholic School, we espouse these noble calls as part of our mission to promote Catholic faith and intellectual development in our students.

## Faculty 2019-2020

### Administration:

Mrs. Alexa Cox	Principal
Mrs. Lisa Slaton	Assistant Principal

### Support Staff:

Mrs. Robin Datz	Administrative Assistant
Mrs. Debbie Gielner	Director of Edu-Care and Extended Care
Mrs. Carrie Hilmer	Advancement Director
Mrs. Joanna Buchanan	Registrar
Mrs. Lisa Palazzo	Receptionist/Communications Coordinator
Mrs. Kathie Sullivan	Support Programs Coordinator
Mr. Christopher Robinson	Regional Technology Coordinator
Mrs. Charlotte Kamauf	Technology Coordinator
Ms. Diana Glenn	Business Manager
Mr. Lee Schwarzenberg	Director of Facilities
Mr. Brad Lewis-Lamar	Maintenance

### Student Resource Staff:

Ms. Katherine Lynn	Registered Nurse
Mrs. Kelly Watkins	School Counselor
Mrs. Loretta Federline	Reading Resource Teacher
Mrs. Melissa Gilroy	Resource Specialist

### Special Area Teachers:

Mrs. Dorothy D'Anna	Art
Mrs. Kathleen Oleszczuk	Technology/STEM Specialist
Ms. Linda Abrams	Media Specialist/PowerSchool Local Administrator
Mrs. Karin Abbott	Music
Mr. Christopher Menser	Physical Education
Mrs. Dory Mondor	Spanish (gr. 4-8)
Mr. Wes Osment	Band Director

### Edu-Care Center:

Pre-Kindergarten 2 Full-Day	
Childcare Teacher—Mrs. Julie Browne	
Pre-Kindergarten 3 Half-Day	
Childcare Teacher— Mrs. Edna Trentalance	
Pre-Kindergarten 3 Full-Day	
Childcare Teacher—Ms. Ruth Haley	

### Classrooms:

Pre-Kindergarten 4	
Teacher—Mrs. Rebecca Padencov	Room 107
I.A.—Mrs. Stacey Kripas	
Teacher—Mrs. Natalie McFarlane	Room 109
I.A.—Mrs. Mary Youngblood	
Kindergarten	
Teacher—Miss Rebecca Eckstein	Room 106
I.A.—Mrs. Brenda Shepherd	
Teacher—Mrs. Mary Ward	Room 108
I.A.—Mrs. Terri Cosey	

1 <sup>st</sup> Grade	Teacher—Mrs. Patricia Brett	Room 102
	I.A.—Mrs. Shelda Flanagan	
	Teacher—Mrs. Barbara Bryant	Room 103
	I.A.—Mrs. Heidi Kummer	
2 <sup>nd</sup> Grade	Teacher—Mrs. Teresa Knupp	Room 204
	I.A.—Mrs. Barbara Wasilewski	
	Teacher—Ms. Lori Fertetta	Room 206
	I.A.—TBD	
3 <sup>rd</sup> Grade	Teacher—Mrs. Darlene Coughlin	Room 208
	I.A.—Mrs. Rae Horner	
	Teacher—Mrs. Beverly Winter	Room 210
	I.A.—Mrs. Carole Lorentson	
4 <sup>th</sup> Grade	Teacher—Mrs. Lisa Benitez	Room 308
	Teacher—Mrs. Victoria Fuecker	Room 310
5 <sup>th</sup> Grade	Teacher—Mrs. Laura Briggs	Room 306
	Teacher—Mrs. Gina Herbert	Room 307
	I.A.—Gr. 4 & 5—Mrs. Mary Fran Cooke	
6 <sup>th</sup> Grade	Teacher—Mrs. Cheryl Lemanski	Center 9
	Teacher—Mrs. Lisa Urbas	Center 8
7 <sup>th</sup> Grade	Teacher—Mrs. Elizabeth Hrybyk	Center 5
	Teacher—Mrs. Terri Mudd	Center 2
8 <sup>th</sup> Grade	Teacher—Mrs. Jacqueline Hondrum	Center 1
	Teacher—Mrs. Ann Truffer	Center 4
	I.A.—Gr. 6, 7 & 8—Mrs. Jamie Seymour	

## Monsignor Slade Catholic School

Monsignor Slade Catholic School, as a school in the Archdiocese of Baltimore, fulfills and adheres to federal, state, and local government requirements for non-public schools.

### Status of Students

Monsignor Slade Catholic School prohibits discrimination, including harassment, on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parents and legal guardians will be notified promptly of any changes.

### Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the records policy.

### Records Policy (Family Educational Rights and Privacy Act)

Monsignor Slade Catholic School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Monsignor Slade Catholic School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the school Registrar a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - ◇ To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - ◇ To other schools to which a student is transferring.
  - ◇ In connection with financial aid under certain circumstances.
  - ◇ To specified officials for audit or evaluation purposes.
  - ◇ To organizations conducting certain studies for or on behalf of the school.
  - ◇ To accrediting organizations.
  - ◇ In order to comply with a judicial order or lawfully issued subpoena.
  - ◇ To appropriate officials in cases of health and safety emergencies.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records. The school reserves the right to notify the custodial parent of any request to review records.

The school also may disclose appropriately designated “**directory information**” without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include the parent directory, showing the student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

The school has designated the following as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Grade level
- Participation in officially recognized activities and sports

Parents who do not want the school to disclose the above directory information without their prior written consent must notify the administrative assistant in writing by September 15<sup>th</sup> of the current school year.

- A log must be maintained of each request for access to and each disclosure of education record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person, the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Monsignor Slade Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-8520.

### **Parental Support/Compliance**

In cases where parents' views and philosophical positions result in serious or repeated non-compliance in regard to school policies or procedures, the administration reserves the right to withdraw the parents' child/children from the school and/or Extended Care.

### **Right to Amend the Handbook**

Monsignor Slade Catholic School reserves the right to amend the Parent & Student Handbook and parent(s)/ legal guardian(s) will be notified of any changes made. This Parent & Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## **I. Admission**

### **Non-discriminatory Policy**

"Whereas:

The philosophy of the Catholic schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel message--to love and to respect the right of all people:"

Monsignor Slade Catholic School is a co-ed elementary school for grades Pre-K through 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the administration or the school counselor.

The following are requirements of admission to Monsignor Slade Catholic School:

- Children entering any grade level, particularly preschool and Kindergarten, must be the appropriate age that will enable them to comply with MSDE regulations regarding entrance to school.
- Educational readiness is the primary criterion in determining the acceptance of a student into the Kindergarten program. Children entering Kindergarten must be in compliance with Maryland regulations regarding age of readiness.
- A placement test will be administered to children entering grades K-8.
- The birth certificate and baptismal certificate for Catholic applicants must be presented to complete application, prior to admission.
- The Parish Verification Form for Catholic applicants must be filled out by the pastor and must contain his signature and the parish stamp.
- The child's physician must complete a Medical Evaluation Form and Maryland Immunization Certificate DHMG 896.
- Written permission to obtain previous school's records is to be given.
- In case of foreign-born students, immigration documentation is required.
- If a student has been identified through Child Find or has an existing IEP or 504 Plan, a copy must be provided to the school at the time of application.

### **Priority of Admissions**

Acceptance of new students in grades Pre-K2–8 is based on the completion of all admission requirements, the results of placement testing (students grades K-8) and possible openings in the following priority:

- Siblings of students already attending Monsignor Slade Catholic School\*\*
- Children of registered parishioners in any of the incorporated parishes
- Registered Catholics outside of the incorporated parishes
- Non-Catholic children

\*\*Please note: Siblings of students already attending Slade are given priority of admission if parents have applied during the period of re-registration for their current student(s). If a parent applies after the re-registration deadline of February 1, 2020, priority of admission will be given only if seats are available in the applicant's grade level.

### **Registration for New Students**

Registration for Monsignor Slade Catholic School is based on a rolling admissions process. Applications are completed online. New students for grades Pre-K-8 will pay application and testing fees of \$100.00 (non-refundable). Incoming 8th grade students will be assessed a graduation fee of \$140 (fee includes, but is not limited to: diploma, graduation robe, yearbook, class picture, transfer of records, etc.). Potential applicants are encouraged to attend our Open Houses on November 11, 2019, and January 26, 2020.

Please note: Applications for siblings of current students should also be submitted during the re-registration time period to be given priority of admission.

### **Application Process**

Applications for students in grades Pre-K2 – 8 can be found online at: <https://msladeschool.schooladminonline.com>

The following procedure is required to complete an application for admission:

- Provide student's birth certificate, baptismal certificate (if applicable), and parish verification form (if applicable) by uploading through the SchoolAdmin parent portal or by hard copy to the school office.
- The parish verification form for Catholic applicants must be completed by the parish office and must contain an official signature with the Church seal/stamp.
- Provide copies of recent report cards, standardized tests, and any IEP or 504 plans by upload or in hard copy form at the time of application.
- A non-refundable \$100 application fee is required and can be submitted online.

Upon admission, the following documentation is necessary to complete the enrollment process:

- MSDE Emergency Form (OCC 1214).
- Maryland Health Inventory Form (OCC 1215).
- Maryland Immunization Certificate (DHMH 896) completed by the student's physician.
- Technology Acceptable Use/Media Release
- Written permission to obtain the previous school's records must be given.
- In the case of foreign-born students, immigration documentation is required.
- Custody papers must be supplied, if applicable.

### **Student Placement**

Upon admission, students will be academically placed using the following criteria:

- MSCS placement test results
- Prior report cards or progress reports
- Standardized test results
- Teacher recommendations

### **Class Size**

In consideration of the guidance provided in Section IV of the document Commitment to Mission: Guidelines for Quality Catholic Elementary Schools and regulation Stu. Serv. 2.0 of The Elementary School Policy Manual, and in consonance with the school's mission to provide quality education and its responsibility to meet fiscal demands, a policy to establish limits for class size at Monsignor Slade Catholic School is set forth as follows: Based on the current circumstances to include registration demands, classroom capacity, and fiscal requirements, the maximum class size of grades 1-8 shall be 30 students per classroom. However, the principal has the authority to deviate from the standard class size of 30, increasing class size up to a maximum of 33 students. Any such decision to deviate shall be based on an evaluation of classroom demeanor and performance, staff, and curriculum factors and can occur only if the deviation will not adversely impact student achievement.

## II. New Students

### Probation Policy

All new students are continually evaluated throughout their first year. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendation would occur only after conferences with the parent(s) and after exhausting all other methods of help.

## III. Level Placement for Instruction

Monsignor Slade Catholic School delivers its instructional program and curriculum in concert with the *Archdiocese of Baltimore Course of Study* and the regulations of the Maryland State Department of Education for non-public schools.

Students are grouped in all grades, Pre-K4-8, for instruction. In grades Pre-K4-8, whole group and small group instruction is given. Small groups are fluid and are organized for instruction, skill reinforcement, and/or enrichment. At the end of grade 2, students are grouped by ability for grade 3 by the third grade teachers. Mathematics is emphasized in the grouping process. Students are grouped as approaching, on, and beyond.

Children are placed for instruction using the following criteria:

1. Placement Test
2. Permanent records, including standardized test results and grades
3. Teacher judgment
4. Work habits
5. Motivation
6. Maturity

Group assignments are reviewed regularly by the faculty and administration to assure that the instructional needs of each student are being met. Students may be re-assigned as deemed necessary by the administration in consult with the teachers, although re-assignment will not occur until mid-first trimester. A pattern of academic performance must be established before re-assignment will be considered. Grouping is done for academic reasons and will only be changed for that reason.

## IV. School Curriculum

### Educational Programs

The educational community of Monsignor Slade Catholic School is committed to the total Christian education of the child. It serves children from 2-year-old preschool through eighth grade. In addition to full-time classroom teachers in grades Pre-K4-8, the faculty consists of full-time instructional assistants in preschool, and part-time instructional assistants in grades K-8. Additional faculty and staff includes full-time teachers for physical education, music, art, library, computer, and Spanish, as well as two resource teachers, a guidance counselor, and two registered nurses.

In order to provide maximum opportunities for learning, the academic structure allows for three divisions, primary grades (Pre-K4-2), intermediate grades (3-5), and middle school grades (6-8). While each division functions separately, unity in procedures and policies is maintained through weekly department meetings, monthly faculty meetings and professional development sessions.

### Preschool for Two- and Three-Year-Old Children—Edu-Care Center (see *Parent Guidelines* on pg. 51)

There are two programs offered at MSCS for two- and three-year old children. There is a full-day and part-day program during the academic year from September through May. Both programs provide educational child care for children two and three years of age. In our program, the growth and developmental needs of early childhood students are addressed through a rich variety of educational activities and experiences. A warm and accepting atmosphere is created in an effort to instill in each child a sense of self-worth and love of learning. Children are challenged and are provided opportunities for success as they explore their environment so that they establish a foundation of healthy attitudes and habits for learning. Well-planned activities will enable the children to learn about sharing, respecting the needs and rights of others, following directions, and actively listening. The development of these skills will shape each child into a responsible and productive student.

### Pre-K4 through Grade 8 Instruction

Instruction occurs in both large and small group settings, utilizing differentiated instruction based on learners' needs. Teachers at Monsignor Slade Catholic School provide instruction based on logically organized and sequential presentation of material and are encouraged to develop individual styles of teaching. Classroom instruction is

enhanced through cooperative learning, the integration of technology including SMART Board technology, interactive textbooks, Chromebooks, iPads, a STEM lab, which includes a computer lab and a makerspace, as well as document projection systems. The selection of teachers is based upon high academic, social, and spiritual values and dedication to the teaching ministry. As educational leaders, teachers project values that are consistent with the philosophy of the school and must be positive role models to the students.

### **Curriculum**

Curriculum policy is developed under the leadership of the administrators and guided by the Archdiocese of Baltimore Curriculum Standards and the regulations of the Maryland State Department of Education for non-public schools. Curriculum content is determined through faculty selection of appropriate grade level materials. Students at Monsignor Slade Catholic School are instructed with a goal of developing lifelong learners. The curriculum is as follows:

#### **Pre-K4:**

Religion and Family Life  
Math Readiness  
Language and Literacy  
Reading Foundations  
Communication Skills  
Gross Motor Development  
Fine Motor Development  
Social and Emotional Development  
Physical Education  
Art  
Music  
Library

#### **Kindergarten:**

Religion and Family Life  
Math Readiness  
Language and Literacy  
Reading Foundations  
Science  
Social Studies  
Technology  
Physical Education  
Art  
Music  
Library

#### **Grades 1-8:**

Religion and Family Life  
English Language Arts (Reading, English, Vocabulary, Spelling, and Writing)  
Penmanship (K-5)  
Math  
Science  
Social Studies  
Spanish (4-8)  
Physical Education  
Music  
Art  
Library/Media (1-5)  
Technology

### **Textbooks**

Textbooks are used by teachers as one of many teaching tools that provide resources for student learning. Therefore, a textbook is not purchased for the sole use of each individual student in every academic subject area. Sufficient numbers of textbooks are ordered for classroom use and a textbook may be checked out by the student for individual use at home. In the spring, parents are afforded the opportunity to order individual textbooks for the upcoming school year that their child can use at home on a daily basis. This is done by placing an order with the textbook publisher directly. Please contact the school office for current ordering information.

A current list of textbooks used in grades Pre-K4-8 can be found on the Monsignor Slade Catholic School website at [www.msladeschool.com](http://www.msladeschool.com). In recent years, the State of Maryland has funded (based on a per student figure) money for textbook purchases. This funding infuses much needed income into the budget for purchase of state-approved textbooks. We strongly encourage parents to write to their representatives in the state legislature to support the continued funding of textbooks for non-public schools.

### **Religion Classes**

Religion is required for each year a student attends Monsignor Slade Catholic School. All students enrolled in Monsignor Slade Catholic School must attend religious classes and services.

As directed by the Archbishop of Baltimore, it is the student's home parish which is responsible for the immediate sacramental preparation. The school is only responsible for the remote sacramental preparation of the students.

Religion classes do not take the place of sacramental preparation, which is completed through the family's parish. Catholic families are responsible to inform their parish of their child/children's registration at MSCS. Parishes need to be informed so that the necessary sacramental information can be forwarded to the parents.

### **Family Life**

An integral part of our faith formation curriculum, we will be teaching Catechesis for Family Life. This age-appropriate program about Christian living, chastity, character formation, and safe environment training promotes communication between you and your child. You are encouraged to review the program materials that the teacher/catechist will be using in the classroom. After examining the program, if you have any questions or concerns about your child participating in this program, please contact the school's religion chairperson.

The primary role of parents in educating their children in human sexuality is certainly recognized. Parents have the right to decide whether their child/children should participate in this program. Copies of the text used are available in the library for review. If parents would like to formally request that their children be excused from human sexuality class, please contact the school office for the appropriate Archdiocesan form, which will need to be completed and signed by a parent/guardian.



## **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the scheduled field trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home outlining all pertinent information for the trip. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date. The cost for field trips will be processed through your family's FACTS account.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete VIRTUS training.

## **Progress Reports and Interim Reports**

Progress Reports will be issued three times a year to students in grades Pre-K4-8. Interim reports will be issued only for students in grades 1-2. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep parents informed of the student's academic progress.

Parents of students in grades 3-8 will be able to access their child's progress via the Parent Access component of Power School. Parent Access is intended to inform both student and parent of the student's academic progress to date and to show if there is a need for academic improvement. For initial access, parents will be provided a temporary user id and password and asked to set up an account at [archbalt.powerschool.com/public](http://archbalt.powerschool.com/public). The password will not change from year to year. Parent Access will be denied if tuition and fees become delinquent. The final progress report of the year will not be released prior to the last day of school. Parents taking children out prior to the 11:15 a.m. dismissal on the last day can pick up the progress report in the office during the summer hours. Parents may also request that the Progress Report be mailed to the home and should provide a self-addressed, stamped envelope for this purpose.

Monsignor Slade Catholic School uses the standard progress report of the Archdiocese of Baltimore in grades 3-8, which uses the academic achievement conduct and effort codes as follows:

A+	97-100	C+	80-84
A	93-96	C	75-79
B+	89-92	D	70-74
B	85-88	E	69 and below

### **Achievement Codes**

I	Independent
V	Very Good
P	Progressing
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory/Not Progressing

### **Progress Codes (Effort/Conduct)**

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory/Not Progressing

Pre-K through grade 2 uses a developmental progress report as approved by the Archdiocese of Baltimore.

## **Honor Roll**

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- **Principal's Honor Roll**—All As and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time
- **Second Honors**—More As than Bs and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

### **PowerSchool and Parent Access**

As a means of further enhancing the meaningful communication between the school and parents/guardians of our students, Monsignor Slade Catholic School utilizes the *Parent Access* part of PowerSchool for students in grades 3-8. Early in the school year, parents of students in grade 3, and all new Slade parents with students in grades 3-8, will receive information as to how to use PowerSchool. The purpose of this information is to inform parents/guardians how to log on to the PowerSchool server to access information such as grades and attendance. At the New Parent and Back-to-School Nights, the following issues will be explained more fully:

- *Confidentiality* of your username and password.
- *Security* of the information contained on the PowerSchool servers.
- *Reliability*, as with all technology, a PowerSchool server *may not* be available to be accessed from time to time.
- *A unique username and password for each child* will be provided by PowerSchool and distributed by the school administration.

**DISCLAIMER:** *Parent Access to PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither the School, the Archdiocese of Baltimore, nor PowerSchool Group, LLC, accept any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. To obtain official grades and student records, or to request correction of information on the system, please contact the School.*

### **Class Status, Promotion, and Retention**

- A final year average in a subject less than 70% constitutes a failure of that subject. The subject must be successfully repeated through a private, approved tutor, or through Anne Arundel County Public Schools before the student may be readmitted to Monsignor Slade Catholic School for the following year.
- Repeated poor performance in any concept area may also require summer tutoring.
- Failure of two or more subjects, for two or more marking periods, constitutes a failure of the grade and that grade must be repeated. Any student who fails in grades 6, 7, or 8, may not be encouraged to repeat the grade at Monsignor Slade Catholic School.
- Any 8th grade student failing two or more subjects has failed the grade, may not attend graduation, and will not receive a diploma.
- In any case where retention is a possibility, a conference with the administration, teachers, and parents will be scheduled. Each case will be treated individually.
- It is the policy of Monsignor Slade Catholic School not to advance any student working above grade level to the next grade. No skipping of grades will be considered.
- Students will not be retained more than once at Monsignor Slade Catholic School. Should a second failure of a grade occur, the student will not be re-enrolled.

### **Graduation Requirements:**

Eighth grade students must successfully complete the Archdiocese of Baltimore Curriculum as described herein.

### **Retention:**

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level or recommend alternative placement. To retain a student in the same grade for the next academic year, the following procedure is observed:

- The teacher addresses the student's problem at the earliest possible date and provides the student all possible assistance to remedy this situation.
- The teacher communicates with the parents on a regular basis regarding the child's progress.
- The teacher informs the principal by the midpoint of the second trimester of the possibility of the student's retention.
- By mid-February the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.
- The teacher continues to provide appropriate interventions and maintains regular communication with the parent.
- By the mid-point of the final marking period, the school informs the parent in writing of its decision regarding the student.

## **Evaluation and Assessment**

The evaluative process relies on formal and informal assessments. Formal student evaluation is obtained primarily through fixed standards of achievement including teacher-designed assessments and standardized testing. Tests, projects, homework, class work, and creative presentations are inclusive to student evaluation and assessment. Informally, students are evaluated on the basis of teacher observation and verbal response to observed behavior.

### **Testing Program**

#### **Brigance Screening**

All students entering pre-K, kindergarten and first grade are screened using the Brigance Screen. This screening determines the following developmental areas: fine motor, expressive and receptive language, gross motor, and letter and number recognition.

#### **A.C.R.E. (Assessment of Catholic Religious Education)**

Students in grades 5 and 8 are screened each year to assess the strengths and weaknesses of the student's religious preparation to date.

#### **Standardized Tests**

In the spring, students in grades 2-8 will be given the IOWA Assessment standardized test. In addition, students in grades 2, 4, and 6, will be given the CogAT Assessment. Both of these standardized tests are used by the Archdiocese of Baltimore.

## **V. Standards**

### **Homework**

Homework is an outgrowth of class work. It is assigned as reinforcement of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner.

Suggested time allotments for homework per day range from 30 minutes at the primary level to two hours in the middle school. This allotment includes time for written work, study, review work, and long-range projects or papers.

Parents/guardians are expected to see that their children fulfill their homework responsibilities. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher in order to obtain this permission.

At all grade levels, homework may be included in determining the subject area grade on the progress report. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well-equipped place of study
- Providing the time required
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time so as to complete long-term assignments\* by the due date

*\*Some long-term work or projects may be due a week or more from the date assigned.*

### **Work Habits**

- Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library/chapter book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits, and a sense of responsibility.
- Requirements for homework are determined by the staff and communicated to the parents annually.

### **Make-up Work/Assignments**

Students and parents can stay abreast of homework assignments by accessing the school's homework website. While intermediate and middle school students can select a "homework buddy" who may be used as a contact for missed assignments, ultimately, it is the student's responsibility to check with each teacher for missed assignments upon return.

In cases of absence due to illness, it is the student's responsibility to obtain, complete, and submit missed work. Students will be given one day for each day absent to make up daily work. If a long-range assignment is due when students are absent, it is to be turned in the day the child returns to school, as these are assigned well-in-advance. Any long-range assignments not handed in on the return day, will be downgraded for each day late. Missed tests and quizzes will need to be taken within a reasonable amount of time of the student returning to school. Students should consult teachers for that make-up schedule. For prolonged absences due to medical issues, the school will work in concert with the parents to determine how missed work will be addressed.

In cases of absence due to vacations, assignments will not be provided ahead of time. Students will need to consult the homework website or their buddy to obtain and complete homework assignments. Homework and long-range assignments are due on the day of return. Any missed classwork, quizzes or tests, will need to be made up in a reasonable amount of time. Students should consult teachers for that make-up schedule.

## **VI. Attendance**

Doors will open for students no earlier than 7:30 a.m. daily.

Students in grades K-5 are to be at school no later than 8:00 a.m. Pre-K4 students should arrive by 8:15 a.m. Upon arrival, all students proceed directly to their homerooms.

Students in grades 6-8 will move to their first class at 7:45 a.m.; therefore, students will be marked late beginning at 7:43 a.m. Upon arrival, all middle school students proceed directly to their homerooms.

Dismissal: Pre-K4 (full-day program) through 8th grade - Monday through Friday - 2:45 p.m.

Pre-K4 (full-day program) through 8th grade - Scheduled half-days - 12:15 p.m.

Dismissal: Pre-K4 (half-day program) - 11:30 a.m.

Any student arriving after the designated time is considered late and must report to the front office for a late slip. Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness. Tardiness will disqualify a student for perfect attendance.

Should a student be late ten or more times during a trimester, a warning letter will be sent home with the Progress Report. Chronic lateness may necessitate a conference with Administration.

The school is not responsible for supervision of students before or after the times previously stated. The school is not liable for any injuries or accidents, which may occur before or after the times stated above. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above when dropping off or picking up students. Violation of this policy will result in the assessment of fees and disciplinary action up to and including suspension or dismissal of the student. Late pick up fees will be strictly enforced, beginning at 3:15 p.m. on full-days and 12:45 p.m. on half-days.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Any parent picking up a student early for an appointment or other reason is encouraged to do so prior to 2:15 p.m., so as not to interfere with the regular dismissal process.

If children are participating in before- or after-school Extended Care, parents must comply with the rules established by the program for dropping off and picking up children.

### **Absences**

Whether your child is absent, tardy, or leaves early, his/her attendance becomes part of his/her permanent record. Regular attendance is considered essential for learning at Monsignor Slade Catholic School. Students need to develop work habits and responsibilities required of all of us as we go through life. When a student is absent from school for any reason (sick or well), a parent/legal guardian must notify the health room by phone (410-766-8222) or by email ([absences@mssladeschool.com](mailto:absences@mssladeschool.com)). Please make sure to call or email by 9:30 a.m. with the following information: child's name, your name, relationship to student, the reason for the child's absence, and a phone number where you can be reached.

Students who are present for two hours or less in a scheduled full-day will be marked absent for that day. For scheduled half-days, any student present for one hour or less is marked absent for that school day. Students who leave early due to illness or are absent from school may not participate in any after-school or evening school-sponsored activities, such as sports, band, dances, etc.

When the student returns to school, he/she must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence and validated by a doctor, if applicable. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess. Since there is no indoor monitor, a student must be well enough to participate fully in outdoor play.

Absence during the year due to family vacations is strongly discouraged. Work will not be provided for students going on vacation. Any assigned homework can be accessed through the homework websites; it is expected that all homework will be handed in upon a student's return to school. Missed classwork may be obtained upon return.

If a pattern of excessive absence develops, parents will be required to attend a conference with a school administrator. Excessive absence may jeopardize continuing enrollment.

Any student who is absent 20 school days will be considered for retention. The Archdiocesan Department of Catholic Schools will be notified regarding any child who misses 29 school days.

If a student is absent for more than 20 days due to extended illness, the parents must contact the administration to discuss the situation. It may be necessary to arrange for a *temporary withdrawal* from Slade. Parents may then register for the Home and Hospital Program through Anne Arundel County Public Schools.

### **Early Dismissal Requests**

The school discourages early departures and requests that families arrange medical and dental appointments, etc., either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is not in session. Only emergency medical and dental appointments are to be scheduled during school hours. All students must be signed out by an authorized adult.

Parents are asked to send in a note to your child's homeroom teacher if you are requesting early dismissal. Such notes should be given to the homeroom teacher by the student first thing in the morning. The homeroom teacher then sends the notes to the receptionist's office, notating where the student will be at the time of pick up. Students may not be dismissed without such a note from their legal guardian. In the event of an early dismissal request, we strongly encourage parents to pick up their students no later than 2:15 p.m. so as not to interfere with the dismissal process. If a request for early dismissal occurs more than ten (10) times per year, a conference with an administrator may be scheduled.

Leaving early for illness, appointments, vacations, etc., will disqualify a student from perfect attendance.

### **Late Pick-up Fees**

Any student remaining on school property after 3:15 p.m. on regular school days, or after 12:45 p.m. on early dismissal days, will be taken inside and supervised by a staff member. A fee calculated on the length of time of such supervision will be charged on a per family basis. The fee will be \$20.00 for the first 15 minutes or portion thereof and \$20.00 for every subsequent 15 minutes or portion thereof. Payment is expected when the students are picked up or payment should be turned into the school office by 8:00 a.m. on the next school day. This charge is considered a financial obligation. Failure to clear this debt will result in Progress Reports, re-registration, yearbooks, and/or school records being held until payment is received.

Students involved in band, or other after-school club or activity, must be picked up within 15 minutes of the activity's end time. Any student with a late pick-up from an after-school activity will incur a late fee in accordance with the above-stated policy.

### **Truancy**

Truancy is defined as a student absenting himself/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

### **Perfect Attendance**

To qualify for perfect attendance, a student must be in school on time, and remain all day, every day.

### **High School Visitation Policy**

Eighth graders are encouraged to visit high schools on vacation days. However, each eighth grader is authorized to use two school days for this purpose which will be recorded as an excused absence. We strongly discourage multiple days out of school for high school visits. Eighth grade students are encouraged to attend the high school open houses. It is the student's responsibility to get any missed homework assigned on the day they "shadow" at a high school. This work must be turned in to the teacher(s) on the assigned due date.

### **Withdrawals**

When withdrawing a student parents must contact the school registrar and complete the necessary paperwork. Par-

ents must sign an Archdiocesan Release of Records form and complete the Withdrawal and Exit Interview form. All financial obligations must be met, and books and materials must be returned before records are forwarded to another school.

## **VII. Health and Safety**

### **Emergency Closings/Inclement Weather/Snow Days**

Visit [www.aacps.org](http://www.aacps.org) or monitor radio/TV stations for inclement weather postings for Anne Arundel County Public Schools. Monsignor Slade Catholic School, the Edu-Care Center and the Extended Care Program will follow the delayed opening or school closing announcements given for Anne Arundel County Public Schools, with the exceptions listed below.

- If the County schools announce no A.M. Kindergarten due to a two-hour delay, our Pre-K4 (full-day) and Kindergarten will be in session as ours is a full-day program. The Pre-K4 half-day students will not report.
- If Anne Arundel County closes early due to excessive heat, Monsignor Slade Catholic School will remain open, as our classrooms are air-conditioned.
- If Anne Arundel County announces a two-hour delay on a day that we have a scheduled half-day, Monsignor Slade Catholic School will not open that day.
- On some rare occasions, the MSCS Edu-Care Center and Extended Care Program will open though school is closed, and on those occasions, you will receive an Electronic notification.
- All after-school activities are cancelled if school is closed for inclement weather.
- On some occasions, school may not be closed for inclement weather during the regular school day, but after-school activities will be cancelled because of inclement weather. In cases such as that, Monsignor Slade Catholic School follows the decision of Anne Arundel County Public Schools.
- On days when Anne Arundel County Public Schools are not in session, or for school-specific emergencies, the Department of Catholic Schools will make an independent decision regarding closing. In such cases, delayed opening or school closing information will be provided through Electronic notification system and on the homepage of the Monsignor Slade Catholic School website as a red banner alert.

### **Emergency Drills**

Monsignor Slade Catholic School has a Crisis Response Team comprised of School and Archdiocesan personnel. The team is responsible for the implementation of a Crisis Intervention Plan.

Fire drills and other emergency drills are held at least once a month during the school year. Fire drill routes are posted in each classroom. Students will be taught the expectations and procedures of all types of drills. It is the responsibility of each student to pay attention to the directions given during all drills. Silence during drills is required.

### **Emergency Information**

It is imperative that we have emergency information for each child, including parents/guardians phone numbers. Parents/guardians must return a completed emergency card for each child by the first day of school. Should any changes occur, the parents/guardians are expected to immediately update this information by contacting the school office or completing a *Change of Contact Information* form found on the school's website. Parents who have a restricted work phone number should supply the school with an alternate number where they can be reached during the day.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and the home-room teacher in writing within a one-week period after the change occurs.

### **Asbestos Hazard Emergency Response Act (AHERA)**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

### **Accident-Sickness**

Students should not be sent to school if they are sick in the morning. Do not send your child to school if he/she has: fever (100 F or higher), has been having repeated episodes of or diarrhea, or is not feeling well enough to participate in school activities.

Students must be fever free without the administration of fever reducing medication (Tylenol, Advil, etc.) for 24 hours before returning to school.

Children with strep throat must have been taking an antibiotic for at least 24 hours before returning to school.

Children with other communicable disease will be kept home in accordance with the disease specific health department recommendation. All cases of communicable diseases must be reported to the health room.

If a child becomes ill or injured at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, parents will be notified and asked to have the child picked up promptly.

If children are sent to school, it is understood that they are well enough to participate in all regularly scheduled activities from P.E. to outdoor recess. School does not have adequate personnel for individual supervision, so a student must be well enough to fully participate in the regular school schedule. Only those students bearing a doctor's note will be permitted to miss a P.E. class.

Any chronic conditions, illnesses, hospitalizations, or at home student medication changes should be brought to the attention of the school nurse as soon as possible.

### **Allergies**

Parents must notify the school of their child's allergies including food allergies. A child's physician must renew school medication orders each year and the order must be signed on or after July 1. If a student carries an EpiPen with them, the physician's order must state this requirement.

All K-8 classrooms in Monsignor Slade Catholic School are peanut/tree nut free. Please do not send in any peanuts, peanut butter or foods containing nuts or nut products to be eaten in the classroom. Please do not send in birthday foods, party snacks, holiday treats, or any other foods to be eaten in the classroom that contain any tree nut or peanut ingredients. Bake sale items are also to be nut free. There will be an area in the cafeteria identified as "peanut/tree nut safe" so that children with these allergies will not risk being exposed. Children who have nut products at lunch can enjoy them at the other tables. If a child has a friend with a nut allergy, parents may pack a nut-free lunch so they can eat lunch together. Please indicate that the lunch is nut-free. Children may also be asked to pack a nut-free lunch when going on a field trip, depending on the circumstances, or when eating in the classroom.

Monsignor Slade Catholic School cannot guarantee a nut-free environment. If a child has a nut allergy, parents should pack their lunches, snacks, and bake sale items.

As of November 1, 2017, Monsignor Slade Catholic School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### **Blood-borne Pathogens**

A complete blood-borne pathogens standard exposure control plan has been established by the school and can be found in the faculty handbook and on file in the office.

### **Child Abuse and Neglect Policy and Procedures**

Maryland Law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal.

### **Communicable Diseases**

Parents must notify the school if their child is diagnosed with a communicable disease. The school is required to notify the Anne Arundel County Health Department of certain communicable diseases. All reports are confidential. The following communicable diseases/conditions are necessary to report:

Animal bites/Rabies	Adverse reactions to Pertussis vaccine
Measles – regular or German	Tuberculosis
Meningitis	Influenza
Mumps	Whooping Cough
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Pediculosis (head lice)	Virus Infection (AIDS and all other symptomatic infections)
Chicken Pox	

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note is required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Students with head lice will be excluded from school at the end of the school day. child must be examined by school personnel, have received lice treatment, be completely free of live lice, and be nit free within ¼ of an inch of their scalp before he/she can return to school and classes.

**Students with Temporary Limitations**

The health room should be notified if a student has any temporary physical limitation. Some examples of temporary physical limitations are casts and crutches. The health room should also be notified if a student is absent due to long-term issue with surgery, immobility, or anxiety (ex. school avoidance or a separation anxiety). The nurse should be informed of the student's status and any limitations or doctors' orders related to their injury or illness.

**Head/Serious Injury**

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a written report. The report is to be signed by the parent or guardian and returned to the school. If a parent/guardian or emergency contact cannot be reached in an emergency, the school will contact the police/ambulance for assistance.

**Health Records**

Upon entering Monsignor Slade Catholic School, students must have a complete physical and required immunizations. Information on these required immunizations can be obtained from the school office or the Anne Arundel County Health Department.

Parents are required to complete a Health Form listing all allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the year.


**Hearing and Vision Testing**

The school follows the directives of Anne Arundel County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades Pre-K4, Kindergarten, 1, and 8, as well as for new students in all other grades.

**State Immunization Requirements**

A child may not enter school unless s/he has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the admitting school. Students who are not up-to-date on the required immunizations will not be allowed to attend school. In the case of religious objection or medical contraindication, form DHMH 896 must be submitted and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

This chart explains the Minimum Vaccine Requirements as per the Maryland Department of Health and Mental Hygiene for children entering preschool programs and any grade, kindergarten through the twelfth, in a Maryland public or private school:

 **Vaccine Requirements For Children**  
Enrolled in Preschool Programs and in Schools — Per DHMH COMAR 10.06.04.03  
Maryland School Year 2019 - 2020 (Valid 9/1/19 - 8/31/20)

Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs							
Vaccine	DTaP/DTP/DT <sup>1</sup>	Polio <sup>2</sup>	Hib <sup>3</sup>	Measles, <sup>2,4</sup> Mumps, Rubella	Varicella <sup>2,4,5</sup> (Chickenpox)	Hepatitis B <sup>2</sup>	PCV <sup>3</sup> (Prevnar <sup>TM</sup> )
Less than 2 months	0	0	0	0	0	1	0
2 - 3 months	1	1	1	0	0	1	1
4 - 5 months	2	2	2	0	0	2	2
6 - 11 months	3	3	2	0	0	3	2
12 - 14 months	3	3	At least 1 dose given after 12 months of age	1	1	3	2
15 - 23 months	4	3	At least 1 dose given after 12 months of age	1	1	3	2
24—59 months	4	3	At least 1 dose given after 12 months of age	1	1	3	1
60 - 71 months	4	3	0	2	1	3	0

Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN - 12 <sup>th</sup> grade							
Grade Level Grade	DTaP/DTP/Tdap/ DT/Td <sup>1,6</sup>	Tdap <sup>6</sup>	Polio <sup>2</sup>	Measles, <sup>2,4</sup> Mumps, Rubella	Varicella <sup>2,4,5</sup> (Chickenpox)	Hepatitis B <sup>2</sup>	Meningococcal (MCV4)
Kindergarten, Grade 1, 2, 3, 4 & 5	(5-10 yrs) 4 or 3	0	3	2	2	3	0
Grade 6	(10-12 yrs) 3	0	3	2	1 or 2	3	0
Grades 7, 8, 9, 10, 11 & 12	(12-18 yrs) 3	1	3	2	1 or 2	3	1

\* See footnotes on back for 2019-20 school immunization requirements.

Maryland Department of Health
Center for Immunization
mdh.izinfo@maryland.gov



## **Dispensing of Medication**

The administration of medication in school is discouraged; however, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a medication form signed by the student's licensed health care provider is required. Forms are available in the health room or on our school website. Medication, both prescription and non-prescription, can only be dispensed with this medication form, signed by the health care provider and parent, specifying start and stop dates.

All medication must be delivered to the school by the parent/guardian in its original box or container. Boxes or containers should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. The first dose of non-emergency medications must be given outside of school without problems.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhaler, epipens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Non-medicated cough drops may be administered to students with a note from their parent. Students must bring them in a bag with their name on it to the health room. A physician's order is not required.

## **Pictures**

During the year, pictures will be taken of students involved in school activities for publicity purposes, including Monsignor Slade Catholic School's website. A Technology Acceptable Use/Media Release form is available through SchoolAdmin. This form must be signed and returned, granting permission for your child's likeness to be used in publications. Should you wish that your child not appear in any publication, please indicate that on the Talent Release form and return it to the school.

## **Safety/Visitor Entry to School**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day including the carport or main doors by the front office. Visitors can only gain entrance to the building by ringing the doorbell at the carport entrance. All visitors are required to sign in at the front office and obtain a picture identification badge before visiting any part of the school building. Parents can assist the school in this effort by making sure to sign in at the front office, wearing the picture identification badge while in the building, and making sure the door is securely latched when exiting the building. Please do not try to gain entrance to the building by knocking on one of the side doors.

## **Non-Custodial Parent/Change in Custody**

Monsignor Slade Catholic School does not allow a non-custodial parent physical access to his/her child during school hours unless the custodial parent has consented or the school has a court order permitting access. The school will adhere to the specifics of the individual custody order/visitation agreement.

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

If there is a change in custody of a child, a copy of the portion of the court order that describes the custody arrangements must be submitted in a timely manner and will be kept on file at the school.

## **VIRTUS for the Protection of Children and Youth**

The Archdiocese of Baltimore is committed to providing a safe environment for our children and youth and has developed a process of screening volunteers who have substantial contact with children and youth. This program is called VIRTUS. All volunteers are required to complete the Archdiocese of Baltimore's online compliance management system, VIRTUS. All documentation will be kept in a confidential, safe and secure location with controlled access.

Instructions and a link to VIRTUS can be found on the Monsignor Slade Catholic School website under Parent Volunteering. You may not volunteer in any activity in which you may come in contact with children until the process is complete.

Please be advised that if an applicant fails or refuses to complete any part of the screening procedures, then he/she cannot serve as a volunteer with students at Monsignor Slade Catholic School. This 'volunteering' includes working in the classroom in any capacity, serving as a chaperone on a field trip, a coach, assistant coach, team parent for any of the athletic teams, as well as any fundraiser where you could come in contact with children. Training or screening offered by any other organization, e.g. Boy Scouts of America, Girl Scouts, Little League, area public schools, or area athletic organizations, etc., and may not be substituted for this Archdiocesan Children and Youth Protection training. If you have any questions, please contact VIRTUS coordinator, Kathie Sullivan, at 410-766-7130, ext. 104, or email her at [k.sullivan@mssladeschool.com](mailto:k.sullivan@mssladeschool.com).

### **Student Records (Family Educational Rights and Privacy Act)**

Student records are maintained in the school office or a designated Administrative area. Access to records is governed by the records policy, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act).

### **Restricted Areas**

When school is in session, students may not be outside the school building unless they are involved in class or recess and are accompanied by a staff member. The faculty room and empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class.

## **VIII. Communication**

### **Communications between Parent(s) and School**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. For it to be effective, communication must be appropriate and constructive. There are many necessary forms, including emergency contact information, which are available through SchoolAdmin and on the school website. Parents are required to submit these forms on or before their child's first day of school. During the school year, the Monsignor Slade Catholic School "take home folder" system will be used as a means of communication between parents and school. Please make it a habit to check your child's take home folder every day. Notes from the teacher, or any other special notices, will be sent home via this folder. In turn, anything you wish to return to school may be sent back in the take home folder.

### **Parent Conferences-Requested and/or Mandatory**

Whenever a situation occurs where parents feel it is necessary to contact the school, communication should begin at the level in which the situation arose. Teachers are seen by appointment. Parents are not to call teachers at home. If a conference with an administrator or teacher is needed, please contact them directly by email or phone to schedule a mutually convenient time to meet. Formal conferences will be scheduled and are mandatory for the first marking period for all new families. Conferences for returning families will not be mandatory, but will be held at teacher or parent request. Parent conferences may also be scheduled at other appropriate times throughout the school year. A parent, who wishes to schedule a conference with a teacher should call or email the teacher. Any concerns which parents have should first be addressed with the teacher, as the teacher who works daily with your child can better address most issues or concerns. Parents can ask for a conference with an administrator to address these same concerns after meeting with their child's teacher.

To facilitate the cooperation needed between the home and school, parents are requested to comply with the following guidelines:

- For communication to be effective, all must realize it is for the benefit of the student. It must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior. Rude or anonymous communication will not be answered.
- If your child comes home seriously upset about a school situation, we ask you to listen openly to the child. We caution you not to offer an opinion until you have contacted the teacher involved in the situation. The discipline in this action is one of calm and passive listening. The time taken for this communication will show the interest in the child's viewpoint. At the same time, the need to view the situation, as completely as possible, requires that the parent confer with the teacher openly.
- If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is important not to place the child in opposition to the teacher, which may result in defiance.
- Interest in your child reinforces his/her interest in school. If you feel that your child is not working to his/her capacity, contact the homeroom teacher in order to arrive at a mutually agreed upon program. Homework is for the child's benefit, and should be done completely by him/her. It is most important that the child grow in independent study habits as s/he moves from grade to grade. The most effective means of assisting your child's scholastic growth can be checking homework, reviewing for tests, inquiring about projects, test results, and school activities.
- Responsibility is a learned behavior. If we exemplify responsibility, our children will practice it. We are not always able to communicate personally, therefore, we ask you to value a communication and respond promptly.
- Request to see test papers; sign papers when requested.
- Attend all parent meetings of any nature.
- All school-related business should be conducted at school. Parents should not contact teachers or staff members at home.

Please adhere to the following guidelines when you email the teachers:

- Messages should be short and to the point, and signed by the sender.
- Messages should be polite and courteous.
- Messages should not deal with personal or non-school related information.
- Email should not be used to relay personal messages to children.
- Since technical problems may occur, a phone call or note should be sent to the teacher if a reply is not received within a reasonable period.

### **Homeroom Parents**

In grades Pre-K4-3, each homeroom has a room parent who is responsible to coordinate classroom parties for various holiday celebrations, which have been initiated by the homeroom teacher. Any communication being sent out in regards to these celebrations, must first be approved by the assistant principal.

### **Parent Aides/Parent-to-Parent Communication**

The school encourages the assistance of parents in the classroom. All volunteers in the classroom must be VIR-TUS-compliant.

Confidentiality is a must when parents assist in the classroom. Parent aides must wear a picture identification badge issued by the receptionist when assisting in school.

Parents acting as classroom aides should sign-in daily at the window of the front office, and must wear a picture identification badge.

Only room parents are permitted to solicit teacher gifts, etc., through notes sent home with the students, or by emailing or telephoning the parents. If monetary donations are requested, please submit them in an envelope addressed to the room parent in care of Kathie Sullivan. Any communication directed to parents must be reviewed and approved by the assistant principal.

### **Electronic Notification System**

The school's electronic notification system provides important information to parents. This service will automatically send e-mail and telephone messages detailing any announcement from the school.

All parents in grades Pre-K2 through 8 will need to register for a notification account. For initial access, parents will be provided a temporary user id and password and asked to set up an account at [archbalt.powerschool.com/public](http://archbalt.powerschool.com/public). The password will not change from year to year. When selecting your e-mail addresses and phone numbers, remember they may be used during or after school hours, so please choose accordingly.

If any of your contact information should change during the year, please update your account using the Parent Access portal as soon as possible..

### **Weekly Update**

The school publishes a weekly update to inform parents of relevant information, including the current week's school calendar and other relevant reminders and news. This will be emailed weekly on Friday's at 4 p.m. through the electronic notification system. Any school organization that would like to include information in the weekly update should submit this to the administrative assistant no later than 8:30 a.m. by the Wednesday of the week you would like the information shared in the update.

### **Parent Directory**

The parent phone directory is distributed by late fall to all families within the school community. The directory includes family names, addresses, home telephone numbers, and a home email address. It also includes the name and grade of each student within the family. The addresses contained in this directory may not be used by any individual, parent, or organization without the expressed written permission of the school administration.

### **Status Reports**

Status reports are issued as a form of communicating student difficulties to parents. There are three types of status reports: Study Status, Behavior Status and Uniform Status. The parent/guardian must sign and return the Status Report on the following day to the teacher who issued it. A phone call and/or conference is not necessary after the issuance of a Status Report.

### **Telephone/Cell Phone Use**

Neither a student nor a teacher will be called to the telephone during the school day except in case of an emergency. Children are not to call parents to bring forgotten lunches, books, tennis shoes, etc. This is very important to help a child develop organizational skills and responsibility. Cell phone use by the students is prohibited in school.

## **Visitors**

All parents or visitors are to report to the receptionist at the front office upon entrance into the building. No parent or other person should appear at a classroom door before school, during the day or at dismissal unless it is his/her assigned day to be the classroom aide. All business should be dealt with in the office. Teachers will confer with parents at a mutually agreed upon scheduled time.

## **IX. Code of Conduct and Discipline Policy**

Monsignor Slade Catholic School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years.

It takes the collaboration of all – parents, teachers, and students – to achieve success in this most important area of growth and development. In guiding the child's growth in habits of virtue and Christian attitudes, emphasis is on the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

All students at Monsignor Slade Catholic School are expected to

- show respect for administration, teachers, staff, students and school facility.
- uphold The Values Code in their actions and words.
- obey rules, regulations and procedures established by school and administration.
- obey rules, regulations and procedures established by each teacher.
- be present and punctual daily.
- complete projects and homework assignments daily.
- participate appropriately and fully at prayer, liturgies, field trips, civic activities and school assemblies.
- practice courtesy and good manners at all times.
- abide by the dress code established in the handbook.

## **Public Conduct**

Every Monsignor Slade Catholic School student must be aware that his/her actions reflect upon his/her reputation and the reputation of the school in the local community. Students must refrain from any type of public misconduct or illegal behavior that will damage their reputation or the reputation of the school. Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

## **Constructive Behaviors**

To create and foster a positive learning atmosphere, all Monsignor Slade students are expected to demonstrate increasing maturity as they develop in three important areas:

***Respect  
Spirituality  
Responsibility***

### **Respect**

A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. While involved in Monsignor Slade Catholic School activities, students are expected to:

- Be respectful and attentive to others' needs.
- Be gentle and sensitive in their attitudes toward others.
- Play safely on the playground in designated areas.
- Resolve mistakes by talking about differences and creating positive solutions.
- Show common courtesy and good manners toward teachers, other adults, and fellow students.

### **Spirituality**

A spiritual person is one who lives his or her faith. Monsignor Slade Catholic School students are expected to:

- Have a quiet and reverent attitude during prayer, prayer services, and liturgy.
- Treat symbols of the Church (crucifix, holy water, etc.) in a reverent manner.
- Recognize and affirm the goodness in others.
- Participate in special service projects to the school and community.
- Be honest.

## **Responsibility**

A responsible person is one who responds to meeting personal, school, and community obligations. To make school a positive learning experience, Monsignor Slade Catholic School students are expected to:

- Complete schoolwork on time.
- Follow directions.
- Handle all school property with care.
- Participate in class with attentiveness and effort.

## **Positive Behavioral Intervention Support (PBIS)**

The Archdiocese of Baltimore has implemented an evidence and researched-based anti-bullying program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

## **Values Code™**

The Values Code, an integral part of PBIS, is a means for all of us to infuse common values language, knowledge, and action into our school culture. These 13 values are natural to who we are and what we do with children as parents and educators in a Catholic community. The Values Code is:

Honesty	I will be an honest person.
Respect	I am respectful of others.
Responsibility	I take responsibility for what I am supposed to do.
Self-Control	I will control my actions and words.
Hard Work	I take pride in being a hard worker.
Self-Respect	I have self-respect
Concern for Others	I will show concern for all other people.
Tolerance	I am tolerant of others.
Cooperation	I will cooperate with those around me.
Fairness	I show fairness to those with whom I come in contact.
Forgiveness	I can forgive those who do me wrong.
Courage	I will be brave in facing life's challenges.
Self-Knowledge	I will pursue knowledge of myself.

## **Acknowledging Student Growth in Respect, Spirituality, and Responsibility: Super Slades**

Each week, students have an opportunity to earn tickets for demonstrating exemplary respect, spirituality, and responsibility pledged through the Values Code. Every ticket is placed into a drawing where two are randomly drawn for students in grades K-2, 3-5, and 6-8 at the weekly prayer service. Each winner is also recognized in the Weekly Update. In addition, students get to choose from among several prizes as an expression of thanks for the student's contribution to the school program.

## **Classroom Behavior**

The following are the standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules:

- Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
- Each student is to have all the necessary materials for class.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on the student's desk.
- Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
- Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to argue about tests, grades, and punishments

during the class, but rather they should speak to the teacher after the school day to resolve such difficulties.

- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Eating or drinking must take place in the cafeteria for lunch, with the exception of PreK-4 or as determined by the Administration.
- Chewing gum is prohibited throughout the school at all times.

### **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques and work towards a resolution. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation.

### **Unacceptable Behavior**

In their efforts to learn to be respectful, spiritual, and responsible, students may make mistakes. Just as it is important to celebrate students' achievement toward becoming more respectful, spiritual, and responsible, it is also important for students to learn when their behavior departs from this path. To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others.

Listed below are some behaviors that are unacceptable:

Tardiness	Lack of responsibility
Failure to have necessary work supplies	Disrespect for manner and/or language
Rowdiness	Using the property of others without permission
Dishonesty	Theft or extortion
Disruptive Behavior	Fighting
Dangerous Play	Rudeness
Vulgarity	Dress code violations
Defacement/destruction of school property	Gum chewing
Harassment of any kind by word or manner	Unchristian behavior in school, on the playground, in class, or when representing the school (field trips, sports gatherings, assemblies, etc.)

Any additional types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious, disruptive behavior are also deemed as unacceptable. Generally, the teacher will deal with the infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. Toward that end there will be fair and just consequences at Monsignor Slade Catholic School for students' behavior that interferes with the attainment of these goals.

### **Statuses**

Most disciplinary matters will be handled in the classroom by the teacher. Students may be issued a status for behavior, study, and/or uniform infractions. When a student in grades 4-8 accumulates three behavior statuses or any multiple of three, the student will be required to serve detention.

Unacceptable student behaviors that warrant a behavior status include, but are not limited to:

- disrespect toward students or adults
- presence in unauthorized areas of the school
- misuse of materials/school property
- gum chewing or eating during class
- failure to observe school/classroom rules
- deliberate cruelty to another person; malicious behavior
- name calling
- passing notes in class
- disruptive behavior
- lying
- inappropriate use of electronic devices

Failure to return a signed study status will result in a parent contact. If a student obtains five study statuses, a detention will be served. If a student has a diagnosed learning disability, this will be taken into account when teachers

issue study statuses. An effort will be made to develop a plan to resolve the student's difficulty.

Improper study habits that warrant a study status include, but are not limited to:

- not following instructions
- missing or incomplete assignments
- coming to class without proper materials
- careless or messy academic work
- not cooperating in classroom activities
- not being attentive in class

Uniform statuses will be given for not following the uniform code. When a student accumulates five uniform statuses, a detention will be served.

Each status will be sent home and returned the next school day with the parent's signature.

### **Detention - Grades Four through Eight**

Determining the severity of behaviors will be based on teacher and/or administrative discretion. Behaviors that warrant an automatic detention include, but are not limited to:

- physical fighting
- stealing
- vandalism
- lying
- disrespect for authority
- improper language – oral, written, or gestures
- bullying behaviors, i.e., name calling, intimidation, harassment
- cheating – Cheating is considered to be a very serious matter. It includes plagiarism; forgery; cheating on tests, class work, or other assignments; and copying another student's assignment or allowing another student to copy an assignment. Cheating may result in a zero on the assignment.

For the first detention, parents will be notified by a letter at least one day in advance. The student will serve detention in a classroom after school. Detention is held from 2:45-3:45 p.m. on Tuesdays. Parents are responsible for picking up their children promptly when they are released from detention. After a ten-minute grace period, the late pick-up fee will be charged. Please refer to page 18 for more information.

For the second detention, parents will receive notification in writing. The student who receives two detentions in one trimester is now on probation. Probation means that the student may lose further privileges if a third detention is earned. This is a warning to the student to monitor behavior more carefully. A conference may be requested.

For the third detention, parents will be notified in writing. The letter indicates the date the detention will be served. The letter also indicates which school-related activity(ies) the student will be suspended from participating in (e.g., assemblies, recesses, field trips, athletics). A conference will be held.

### **Probation/Suspension/Expulsion**

In addition to the standards for student behavior described previously, whenever a student's behavior deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict privileges and rights of school attendance. Such action may be of four kinds:

**Probation:** A conditional enrollment during a trial period as stated by a behavior agreement. Responsibility of placing a student on probation rests with the administration.

**In-School Suspension:** A temporary restriction of activities, privileges and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-house suspension resides with the administration.

**Out-of-School Suspension:** A temporary termination of enrollment, not to exceed three consecutive school days, until stipulated conditions are met. Responsibility for suspending a student resides with the administration.

**Expulsion:** A termination of enrollment permanently or for an extended period of time. In cases of expulsion, the student has a right of review in accordance with the procedure established by the Department of Catholic Schools.

### **Offenses Subject to Above Procedures**

Behaviors that can result in suspension or expulsion include, but are not limited to the following:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession and/or use of firecrackers, ammunition, or other explosives
- Continued and willful defiance or disobedience of authority

- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting/serious acts of aggression
- Harassment (sexual or otherwise)/bullying behaviors
- Inappropriate public displays of affection, or any gestures of a sexual nature
- Inappropriate postings on websites concerning any member or aspect of the school community
- Any serious action not in keeping with the philosophy of Monsignor Slade Catholic School

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

### **Expulsion**

The school reserves the right to expel any student in cases of serious or repeated violation(s) of school rules and regulations or policies. Any illegal activities, including but not limited to, the possession, use or, selling, or distribution of alcohol/drugs, may be grounds for expulsion. Any expelled student forfeits all privileges of the Monsignor Slade Catholic School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### **Reasons for Dismissal**

- Poor academic achievement
- Serious misbehavior that shows disregard for stated school policies and/or disrupts the teaching-learning environment in the school
- Parents' noncompliance with the teacher and/or administration's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child
- Parents' noncompliance with school policies
- Parents' falsification of records or withholding pertinent information regarding child's past physical, emotional, or academic problems
- Parents' failure to meet tuition obligations as detailed in their contract

### **Policy Regarding Bullying**

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, and/or gender identity or expression are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*"Bullying, harassment, or intimidation"* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile education environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
  - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating, and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.



*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school's website.

### **Harassment**

Harassment or abuse of any kind is not acceptable behavior in Monsignor Slade Catholic School and will result in disciplinary action up to and including suspension/expulsion.

### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

### **Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### **Prohibited Conduct**

For the purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance, or otherwise adversely affects an individual's educational opportunities.
- Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

### **Procedure**

- Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

### **Search and Seizure**

Monsignor Slade Catholic School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

### **Electronic Devices**

Any personal electronic devices including, but not limited to, FitBit, SmartWatches, etc., are prohibited in school. Cell phone use by students is prohibited in school, on school property or during any school-related activity under the direct supervision of school employees.

## **Playground**

Students are encouraged to organize non-violent/non-competitive games. Although students may bring in their own sports or playground balls, hard balls, softballs, bats, and lacrosse sticks are not permitted. Students are not to play near parked cars. They are to be aware of through traffic. Ball playing is not permitted before or after school while cars are arriving and departing. The use of playground equipment is available to classes when a teacher is on duty. There are three teachers/staff members assigned to supervise the students during recess.

## **Recess**

Weather permitting, all students have at least one outside recess break. During inclement weather, children are encouraged to bring quiet-type games into school. Video game devices and other electronics are not permitted.

Students are permitted to stay in from recess only if they are in possession of a doctor's note. We do not have personnel available to supervise children with colds, etc. Therefore, if a child is well enough to come to school, they will be expected to participate in outdoor recess unless they are in possession of a doctor's note.

## **Use of School Grounds**

The use of school property is restricted to use by MSCS organizations and/or Christ the King Catholic Church.

## **X. Academic, Psychological and Support Services for Students**

### **Resource Team**

As part of Monsignor Slade' Catholic School's commitment to its students and families, the school offers the services of a resource team. The team consists of a resource specialist, reading resource teacher, certified school counselor, school health nurse and a psychologist from The Kennedy Krieger Institute.

### **The Kennedy Krieger Institute Partnership**

In order to provide appropriate educational services to students who have ongoing academic difficulties, Monsignor Slade Catholic School has established a partnership with The Kennedy Krieger Institute in Baltimore. Through a school-based referral process, the parents may request an assessment of their child to determine the specific area of breakdown, which underlies the child's lack of appropriate academic progress.

The parents will be responsible for the fees associated with the initial screening and evaluation through The Kennedy Krieger Institute Partnership; however, these fees will reflect a reduced rate for students who attend Monsignor Slade Catholic School. After the assessment is completed, Monsignor Slade Catholic School will be responsible for the fees for the ongoing partnership between the two institutions as they work together to try to implement recommendations to assist the student in meeting academic success. Recommendations for this program must be made through the principal. Referral forms are required and are available at the school.

### **School Counselor**

The school counselor helps students achieve success through academic, personal/social, and career development. The school counselor holds a minimum of a Master's Degree in School Counseling and is required to complete ongoing professional development. The school counselor is a professional educator with a mental health perspective who assists students in the development of their self-concept, decision-making skills, communication skills, and character. The school counselor is a part of the total education program and collaborates with students, parents/guardians, teachers and administrators. The school counselor is an advocate for students and works with other educators to create a caring school culture.

The school counselor often provides services including individual counseling, group counseling and classroom lessons/activities. School counseling is available to students without parental consent. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety of someone else. For students who receive outside counseling services, parents/guardians may choose to sign a release of information to allow for collaboration between School Counselors and outside professionals.

### **Reading Resource Teacher and Resource Specialist**

A reading resource teacher and a resource specialist are available to assist the teachers in developing different reading programs to assist students to improve their reading level, fluency and comprehension. This will assist teachers in addressing different learning styles so that the children can maximize their learning potential. The resource teachers will do in-house educational testing based on the recommendation of the resource team and will be part of the IEP Process.

### **Registered Nurse**

The registered nurse consults with the resource team regarding students with medical needs.

### **IEP Process**

The administration, teachers and support staff of Monsignor Slade Catholic School continually work with parents to provide the best academic program for students. However, if a child is not progressing academically, the school may ask the parents/guardians to initiate, or the parents/guardians may initiate on their own, the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called

the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, is a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

### **Pediatrician and Other Professional Forms**

Parents may request in writing that progress updates, behavior reports, or screening forms be completed for pediatricians, psychologists, psychiatrists, occupational therapists, professional tutors, and other specialists. However, the forms must be sent directly to the school registrar or the case manager. In order to keep the school's records current, parents should provide the name, address and phone number of the specialist along with the forms. Please submit these forms at least three weeks prior to the due date. Please inform the providers not to mail the forms directly to the teachers. A *Consent to Release Records Form* is available in the registrar's office for your convenience.

### **Students' Rights Policy**

While every student is entitled by law to the personal rights and protections guaranteed by the U.S. Constitution (e.g., freedom of speech), proper recognition has also been given by the courts to the prerogatives of the non-public school to maintain its own particular philosophy and goals and to require behavior that is congruent with these aims and objectives. Therefore, it is the policy of the Archdiocesan elementary schools that proper fundamental precautions be exercised in both the administration of the school program and the management of the classroom to safeguard the constitutional rights of students and, at the same time, that proper requirements be made to insure that the behavior of students will conform to the Christian ideals and the expectations of a Catholic school.

### **Involuntary Withdrawal Policy**

Monsignor Slade Catholic School is a community of teachers and students working together to pursue knowledge and the development of individuals. Sometimes the unusual needs of students are beyond the professional expertise of the teachers and affect the rights of the other students. Monsignor Slade Catholic School reserves the right to require the involuntary withdrawal of any student who is unable to perform academically or to conform his/her conduct to the school's standards, due to psychiatric, psychological, or emotional problems.

When such a circumstance exists, Monsignor Slade Catholic School shall have the right to require that the child be examined by a licensed psychologist or psychiatrist selected by the School, but at the parents' expense. This evaluation will determine his/her mental status, and ability to continue at Monsignor Slade Catholic School. Should the evaluation indicate that the child is unable to continue, or should the parents of the child in question refuse to permit the child to undergo the required evaluation, Monsignor Slade Catholic School has the right to require the involuntary withdrawal of the student in question.

Monsignor Slade Catholic School will take into consideration any evidence submitted by the parents relating to the psychiatric, psychological or emotional well-being of the child, when making its determination to require involuntary withdrawal.

## **XI. Finances**

### **Money Sent to School**

Children are encouraged to carry with them only small amounts of personal money to be used at lunchtime. Morning administrative classroom activities include collection by the teacher of anything that should be sent to the office, i.e. lunch money, fund-raising monies, etc. All money that is being collected for any reason must be in an envelope with the student's name, room number, amount of money, and an indication of the purpose of the money. No loose money will be accepted. The school will not be responsible for any cash sent to school with a student. The office will issue a cash receipt as needed. It is recommended that payments be made with a check or money order. Lost cash payments without a school receipt must be repaid.

### **Missions**

Children are encouraged to contribute their own money to the Missions. Money is donated to a wide variety of charities and other organizations supported by the Archdiocese of Baltimore.

## **Financial Obligations**

Monsignor Slade Catholic School considers the mutual agreement between the parents and the school with the utmost seriousness. In all interactions, the school fulfills its commitment to provide a quality Catholic education for each student. In return the parental obligation is to maintain support of these educational efforts and to fulfill the financial obligations explained below.

## **Tuition**

In order for Monsignor Slade Catholic School to budget its funds properly for school obligations, it is necessary that the school receive tuition payments when they are due. The school utilizes FACTS, a tuition management company, to maintain an accounting of a student's tuition charges, as well, as the collection of tuition payments. Each family is required to establish a FACTS account for tuition management.

Since Monsignor Slade Catholic School must ensure that tuition accounts are paid timely in accordance with payment plans and not delinquent, the School Board has found it necessary to adopt the following regulations and has instructed the school administration to carry out the following policies:

1. No student will be admitted to school at the beginning of the new school year unless all accounts are paid in full from the previous year and all accounts are current for the upcoming school year.
2. All families must have a FACTS account activated by July 1st of the coming school year.
3. In order for a family to re-register their children for the following school year, all tuition accounts must be current at the time of reregistration. If the account is brought up-to-date after the re-registration date, the children may be placed on a waiting list as necessary.
4. If a family's FACTS account is in arrears, delinquent, or has a collectability issue, the school will notify parents via one or more of the following methods: email, mailed letter, phone, or Kid-mail. If the situation has not been resolved within fifteen (15) days of the original school notification to families, the student(s) may not be allowed to attend classes until the issue is settled.
5. The school reserves the right to deny access to Power School and withhold student progress reports for those FACTS accounts that are in arrears, delinquent, or uncollectable.
6. For students transferring from Monsignor Slade Catholic School during the school year, all accounts must be current before transcripts of the student's records will be released.
7. All debts to the school including, but not limited to, tuition, service hours, H.A.S.A. fundraising obligations, sports fees or equipment, library books, textbooks, must be paid and/or returned to the school by or before May 15th of the current school year, or:
  - Final progress reports will be withheld for the student(s).
  - Yearbooks will not be distributed to the student(s).
  - Student's transcripts of school records will not be released.
  - Students will not be allowed to return to school in the fall.
  - Families with 8th grade students must be paid in full before that student can participate in field day, 8th grade activities such as Toby's Dinner Theater, Dinner Dance, graduation activities and exercises, and receive a diploma.
8. Tuition refunds are available if the student should transfer during the year. The school uses a ten-month budget plan for tuition (September through June). A student's partial attendance during a month is considered attending the entire month. A review of tuition payments made compared to tuition due at the student's date of withdrawal will determine the amount of tuition payments to be refunded.
9. Students are expected to treat all school materials and books with respect. If during the course of the school year a textbook is lost or damaged, the student is responsible for payment to cover the replacement of the textbook before the next progress report will be distributed.
10. The school reserves the right to require a payment by cash, certified check or money order if a FACTS account is in arrears, delinquent, or uncollectable.
11. The school reserves the right to bill your FACTS account for any fees, such as service hours, late pick-up fees, graduation fees, etc.
12. The school reserves the right to seek legal action to collect outstanding debts. Parents will be obligated to assume all debts, which arise from such legal action, such as court costs, attorneys' fees, etc.

**MONSIGNOR SLADE CATHOLIC SCHOOL**  
**Tuition for the 2019-2020 School Year**

**Full-day Pre-K4 - 8th Grade**

**PAYMENT OPTION 1:**

FACTS Monthly payment plan (choose 1st or 15th for withdrawal; there is also a twice-monthly option)  
 - First of ten payments begins in July 2019 and ends in April 2020

	1 child	2 children	3 children	4 children
<b>Registered Catholic</b>	\$7,712.00*	\$14,813.00*	\$21,760.00*	\$28,553.00*
Monthly Payment (less tuition deposit)	\$751.20	\$1,461.30	\$2,156.00	\$2,835.30
<b>Non-Catholic</b>	\$8,552.00*	\$16,491.00*	\$24,278.00*	\$31,910.00*
Monthly Payment (less tuition deposit)	\$835.20	\$1,629.10	\$2,407.80	\$3,171.00

**PAYMENT OPTION 2:**

FACTS Quarterly payment plan (choose 1st or 15th for withdrawal)  
 - 1st payment Aug. 2019, 2nd payment Nov. 2019, 3rd payment Feb. 2020, 4th payment April 2020

	1 child	2 children	3 children	4 children
<b>Registered Catholic</b>	\$7,712.00*	\$14,813.00*	\$21,760.00*	\$28,553.00*
Quarterly Payment (less tuition deposit)	\$1,878.00	\$3,653.25	\$5,390.00	\$7,088.25
<b>Non-Catholic</b>	\$8,552.00*	\$16,491.00*	\$24,278.00*	\$31,910.00*
Quarterly Payment (less tuition deposit)	\$2,088.00	\$4,072.75	\$6,019.50	\$7,927.50

**PAYMENT OPTION 3:**

FACTS Semi-annual payment plan (choose 1st or 15th for withdrawal)  
 - 1st payment July 2019 and 2nd payment January 2020

	1 child	2 children	3 children	4 children
<b>Registered Catholic</b>	\$7,712.00*	\$14,813.00*	\$21,760.00*	\$28,553.00*
Semi-Annual Payment (less tuition deposit)	\$3,756.00	\$7,306.50	\$10,780.00	\$14,176.50
<b>Non-Catholic</b>	\$8,552.00*	\$16,491.00*	\$24,278.00*	\$31,910.00*
Semi-Annual Payment (less tuition deposit)	\$4,176.00	\$8,145.50	\$12,039.00	\$15,855.00

**PAYMENT OPTION 4:**

FACTS Pay-in-full payment plan (choose 1st or 15th for withdrawal)  
 - Single payment July 1 or 15, 2019

	1 child	2 children	3 children	4 children
<b>Registered Catholic</b>	\$7,712.00*	\$14,813.00*	\$21,760.00*	\$28,553.00*
July 1st Payment (less tuition deposit)	\$7,512.00	\$14,613.00	\$21,560.00	\$28,353.00
<b>Non-Catholic</b>	\$8,552.00*	\$16,491.00*	\$24,278.00*	\$31,910.00*
July 1st Payment (less tuition deposit)	\$8,352.00	\$16,291.00	\$24,078.00	\$31,710.00

**PRE-SCHOOL\*\***

**MONTHLY RATES :**

FACTS Monthly payment plan (choose 1st or 15th for withdrawal; there is also a twice-monthly option)  
 - First of ten payments begins in July 2019 and ends in April 2020

	1/2-day 4s	full-day 3s	1/2-day 3s	full-day 2s	1/2-day 2s
<b>Total for School Year</b>	\$3,894.00*	\$8,962.00	\$3,373.00	\$10,120.00	\$3,071.00
Monthly Payment (less tuition deposit)	\$369.40	\$876.20	\$317.30	\$992.00	\$287.10

\*These tuition rates include a \$75 per child Technology Fee.

\*\*Tuition rates listed for pre-school 2s and 3s are for the program which runs from September to May. The Summer Care program, which runs from June through August, has a separate fee.

**Re-registration Fees**

All returning families must be re-registered by completing an Intent to Enroll Form and pay the re-registration fee of \$150 through the SchoolAdmin portal on or before 11:59 p.m. of February 1, 2020. If re-registration occurs after the aforementioned date, an additional \$100 per child processing fee will be assessed. All re-registration fees are non-refundable. An early-incentive program may be offered.

Please note: Applications for siblings of current students should also be submitted during the re-registration time period to be given priority of admission.

Returning 8th grade students are assessed a \$140 graduation fee. This fee covers, but is not limited to, a diploma, graduation robe, yearbook, class picture, and transfer of records. Throughout the school year, incidental fees, such as field trips and yearbook may occur.

Any returning family's FACTS accounts activated after July 1 will incur an additional processing fee of \$100 per child and a compressed payment schedule.

### **Tuition Assistance/Tuition Grants**

There are several forms of tuition assistance available to our families. Parishes incorporated with Monsignor Slade Catholic School have made a commitment to provide financial support to their families, and tuition assistance is granted through the Archdiocese of Baltimore. In addition, MSCS has a tuition assistance program to help provide financial support to families in need.

In order to be considered for tuition assistance, you must apply through FACTS Grant-and-Aid Program.

There are other outside resources for tuition assistance, including State-funded programs such as BOOST. For additional information, call the school office or check the Archdiocese of Baltimore's website.

### **Registered Catholics**

In order for Monsignor Slade to deem a student eligible for the Catholic faith discount, it is required that the custodial parent/guardian provide a parish verification form for the family and a baptismal certificate for each child being enrolled in the school. It is the family's responsibility to acquire the necessary documents.

### **Active Duty Military Clause**

For active military families who receive new, official orders which cause them to depart the area, essentially to experience an unknown and unexpected move, the registration fee and the tuition deposit will be refunded before the first day of school.

### **Service Hours Program**—Service Hours requirement per family - 12 hours or \$300

A unique opportunity called the Service Hours Program has been established at the school in an effort to help the school raise funds and/or to help defray costs for services needed throughout the school.

Each family is required to give twelve hours of service during the school year or pay an additional fee based on the following payment schedule:

If paid by the December 31, 2019 deadline	\$300.00
After December 31, 2019	\$360.00

All families are required to complete the Service Hours Program sign-up sheet and return it to school by September 6, 2019. If your family does not return its form, we will assume that you agree to pay the \$300.00 fee by December 31, 2019.

Please remember when completing your form that we cannot guarantee that you will be able to work in all of your areas of interest, but we will do our best to accommodate your requests. The earlier you return the sheet, the better your chances of getting the activity you have requested. If you have not been contacted within two weeks prior to an event you chose, it is your responsibility to contact the proper chairperson listed in this handbook or Kathie Sullivan, the Support Programs Coordinator.

Please Note: Most activities require that volunteers be VIRTUS-compliant to participate.

We encourage parents to contribute their service, and require that they complete their time by May 1, 2020. Any hours not completed by this date will be calculated at the maximum hourly rate of \$30 (maximum amount of \$360 divided by 12 hours equals \$30 per hour). This hourly rate will then be multiplied by the total number of service hours still owed to the school. Those families that have worked zero hours as of May 1<sup>st</sup> will be charged the maximum rate of \$360.

Letters will be sent home at the end of September confirming your selection choices for the Service Hour Program. Statements with Service Hours accumulated will be issued in January. No further report of hours earned will be issued. Letters will be sent out in early May stating total number of hours served and balance due, if any. Please note: All families must have all debts paid by May 15, 2020. Any family participating in a Service Hours Program event scheduled on or after May 1<sup>st</sup> should contact the Support Programs Coordinator to ascertain a billing adjustment, if applicable.

Each family with children enrolled in the school is part of the Service Hours Program. To follow is a detailed list of areas and/or services available for fulfilling your commitment. Families do not receive hours for helping with scouts, band, field days or class parties.

## **Explanation of the Service Hours Program for 2019-2020**

Each family with students enrolled in grades Pre-K4 (Full Day)-8 will be responsible for completing its own hours. Participants must be 21 years of age or older. Any high school age child that assists for any school function will only be able to receive credit towards their high school community service hours. Service hours cannot be shared among families or friends.

Please note: It is *your* responsibility to sign in and out so that you receive proper credit for hours worked.

Only activities listed below, or approved by the Support Programs Coordinator in writing, will qualify for Service Hours Program credit. Excess hours cannot be carried over to the following school year.

Advancement Committee - Volunteers are needed with experience in areas such as marketing, advertising, publishing, communications, relationship-building, and/or grant-writing, to assist the Advancement Office in promoting and increasing the visibility of Monsignor Slade Catholic School. Requires attendance at monthly meetings and participation in sub-committees. Meeting and subcommittee work will involve after-school and/or weekend volunteer time.

Baking for Events - If you choose to bake for events, you will be notified of upcoming events and the type of baked goods needed. You must send in one cake, two dozen cupcakes or two dozen brownies, etc., to receive one hour of credit for each event. No credit will be given for store-bought items. A list of the baking events include: Christmas at Slade, two Grandparents' Days, Family Bingo, and monthly bake sales for students. You will be notified of any additional baking opportunities. (No other areas that you may be asked to donate baked goods for during the school year will earn any Service Hours Program credit, i.e., sporting banquet, band banquet, etc.) A letter will be sent home at the end of September explaining the specifics for this event to those who sign up to bake for events.

Classroom Aide/Volunteer - You may work any day, Monday through Friday, in the kindergarten through 8th grade, as needed by a teacher. Please contact your child's homeroom teacher for further information as to dates, times, etc. Aides assist the teacher by working with individual students or small groups of students. Hours will be credited for services performed between 8:15 and 2:15 p.m. In order to receive proper credit for your service hours, you must indicate "Classroom Aide" and the homeroom number for which you are assisting when you sign in at the Front Office. Participants must be 21 years of age or older. All participants must be VIRTUS-compliant.

Club Volunteer - Parents volunteer to assist the club moderator in various capacities as requested by the teacher. All participants must be VIRTUS-compliant.

Hospitality Committee - This committee is comprised of three sub-committees. Each will be responsible for set-up, including making coffee and punch, serving and clean-up.

Committee #1 - August 28, 2019 - New Parents' Night; November 11, 2019 and January 26, 2020 - Open Houses

Committee #2 - October 9 and 10, 2019 - Donuts with Dad; February 26 and 27, 2020 - Muffins with Mom;

Committee #3 April 22, 23 & 24, 2020 - Grandparents' Days.

You will be scheduled by the Hospitality Committee Chairperson to work for these receptions and/or socials. All participants must be VIRTUS-compliant.

Maintenance - Assist our maintenance engineer with the grounds work, painting, hauling, and more. Weekday and weekend opportunities are available. If interested, you are responsible to contact our Facilities Manager at (410) 766-1598 and leave a message. Be sure to include your daytime phone number.

Office Volunteer - The school office needs volunteers who can do occasional clerical work. Typical in-school jobs would include front desk reception, preparing mailing materials, making copies for teachers, etc. At-home volunteer work would include: making phone calls, stuffing envelopes, applying labels and postage to mailings, clipping box tops, etc.

Parent Cleaning Days - November 2, 2019, January 25, 2020 and April 18, 2020.

Whenever parent cleaning days are scheduled, parents come to school to do some general cleaning and yard work.

This event takes place from approximately 7:30 a.m. to 12:00 p.m. on Saturday mornings. You will receive one hour of credit for every hour worked.

Sports Programs - Sports hours are earned as follows: Offices: Athletic Council Officers - 12 hours; Sports Commissioners - 12 hours; Sport Directors - 12 hours; Teams: Coach - 12 hours; Assistant Coach (up to two per team) - 10 hours; Event Monitor - 10 hours; Team Parent - 5 hours. Any questions may be directed to one of the Athletic Council members listed in the Handbook or on the Slade sports website—[www.sladesports.com](http://www.sladesports.com). All participants who are planning to volunteer in the sports program must be VIRTUS-compliant.

Uniform Exchange - Volunteers are needed to help sort and organize donated uniforms prior to the scheduled uniform exchange sale. During the event, volunteers help shoppers locate desired uniform items. The Uniform Exchange is held three times per year with volunteers expected to work from 2:00-6:30 p.m. All volunteers must be VIRTUS-compliant.

## **Home and School Association Activities**

For the following Home and School Association activities, the Service Hours Program will credit your account as follows: For every hour worked, you will receive one hour of credit, with the exception of those people who are appointed chairperson. The chairperson will receive their full 12 hours of credit for chairing these activities.

Sports Cards Shows: Help is needed to set up tables and chairs early in the morning, give general assistance during the day, and clean-up after the event. *Please note:* Hours for May & June shows will be applied to the 2020-2021 school year.

Boo Family Bingo: This event requires people to assist as kitchen crew and/or floor workers during family bingo. All participants must be VIRTUS-compliant.

Race for Slade: This event takes place during the school day. Parents are needed to man checkpoint stations throughout the race. All participants must be VIRTUS-compliant.

Christmas at Slade: This event requires organizing or working on the various committees, set-up, working the December event, and clean-up. All participants must be VIRTUS-compliant.

Candy Sale: This event involves tallying, packing and distributing orders in school during the day. All in-school participants must be VIRTUS-compliant

Father/Daughter Dance and Mom/Son Adventure: New this year, help is needed in the planning and organizing of the event, set-up, working the December event, and clean-up. All participants must be VIRTUS-compliant.

Bags & Bling Bingo: This event requires people to assist as kitchen crew and/or floor workers during adult bingo. All participants must be VIRTUS-compliant.

Flower Mart: This event requires people to assist with setting-up and selling of the plants to the children and parents during school hours. All participants must be VIRTUS-compliant.

May Fair: This one-day event requires volunteers to help plan, organize, and work together on various committees. Volunteers are needed to help set up, work, and clean up on the day of the event. All participants must be VIRTUS-compliant. Service hours for this event earned will apply to the 2020-2021 school year.

## **Advancement and Outreach**

Monsignor Slade Catholic School established a development program to assure the school's continued growth and advancement. Today, this program is implemented by our Advancement Office. Long-range planning and development is a concept which assumes the involvement of people. It involves the clarification of the school's philosophy and goals, the ongoing effort to provide Catholic education of the highest quality and the communication of the school's values and achievements to its various publics. Using sound business management techniques, we are creating the future financial stability of the school.

Everyone has a part, parents, past parents, alumni, grandparents, administration, faculty, students, all share in the development of Monsignor Slade Catholic School. There are many opportunities for giving. Donors may wish to consider several plans for making tax-deductible charitable contributions. The administration is available to help donors select projects to match their philanthropic interests with Monsignor Slade Catholic School's needs. Contributions may be made in various forms:

1. Direct contributions
2. Pledges over a period of time
3. Bequests
4. Gifts of securities or real property
5. Life insurance policies

## **XII. Dress Code**

### **A. Uniforms**

All students must be in the approved school uniform at all times, unless given permission by the administration to dress otherwise. The complete, clean uniform is to be worn properly (shirts tucked completely in, slacks belted, etc.) whenever a student is on the school property. All uniforms need to be in good repair. Please label every piece of your child's uniform attire. Any uniform item depicting the old school logo (known as the rocking cross) is not acceptable. Colored undergarments or shirts with any type of logo or printing which can be seen through the uniform shirt or blouse are not allowed to be worn.



The complete school uniform must be purchased from **FlynnO'Hara Uniforms** by:

Visiting the local store: 1608 W. Furnace Branch Road  
Glen Burnie, MD 21061  
410-684-2816

Ordering by Phone: 800-441-4122

Ordering Online: [www.flynnohara.com/school/md178](http://www.flynnohara.com/school/md178)

**1. Girls and Boys Pre-K4 Uniform**

Children in Pre-K4 are required to wear the Slade gym uniform and tennis shoes to school each day.

**2. Girls' Winter Uniform - Kindergarten - Grade 5 (Nov. 1, 2019 - Mar. 14, 2020)**

The winter uniform consists of a red and green plaid jumper, blouse (white, short or long sleeves, Peter Pan collar), and green, white, or black knee-high socks, as well as solid green, white or black tights. A green cardigan sweater (optional) with the school emblem completes the uniform. Shorts, worn under the jumper, but not visible, are optional. No sweatshirt or sweatpants may be worn as part of the uniform. During the winter months, gym sweatpants may be worn under the jumper at recess time.

As an option, girls may choose to wear the uniform khaki slacks with the white school blouse and a sweater or sweater vest with the school emblem.

**Girls' Summer Uniform - Kindergarten - Grade 5 (Sept. 3 - Oct. 31, 2019, and Mar. 15 - June 11, 2020)**

The optional summer uniform consists of khaki shorts, slacks, or skorts and a yellow polo shirt with the school emblem. Uniform shoes will be worn with the summer uniform. White or black socks above the ankle or solid white or black knee highs are required. White or black socks above the ankle are required and may be worn during the summer uniform months.

**3. Boys' Winter Uniform - Kindergarten - Grade 5 (Nov. 1, 2019 - Mar. 14, 2020)**

The winter uniform consists of dark green pants, a yellow polo shirt with the school emblem, white, green or black crew socks. A green V-neck sweater (optional) with school emblem completes the uniform. No sweatshirts may be worn as part of the school uniform.

**Boys' Summer Uniform - Kindergarten - Grade 5 (Sept. 3 - Oct. 31, 2019, and Mar. 15 - June 11, 2020)**

The optional summer uniform consists of khaki shorts and a yellow polo shirt with the school emblem. Uniform shoes will be worn with the summer uniform. White or black socks above the ankle are also required.

**4. Girls' Winter Uniform - Grades 6-8 (Nov. 1, 2019 - Mar. 14, 2020)**

The winter uniform consists of a red and green plaid kilt, a white, short- or long- sleeved oxford button down shirt, a red sweater vest or long-sleeved sweater with the school logo, and either white or black socks above the ankle or solid green, white or black knee-high socks or solid green, white or black tights. No sweatshirt or sweatpants may be worn as part of the uniform. Girls are not permitted to "roll" their kilts to shorten the length.

As an option, khaki slacks may be worn instead of the plaid kilt. Shorts, worn under the kilt, but not visible, are also optional.

**Girls' Summer Uniform - Grades 6-8 (Sept. 3 - Oct. 31, 2019, and Mar. 15 - June 11, 2020)**

The optional summer uniform consists of the plaid kilt or khaki slacks or skort, a white knit polo shirt with the school emblem, and a red V-neck sweater (optional) with the school emblem. White or black socks above the ankle or solid green, white, or black knee-high socks are also required.

**5. Boys' Winter Uniform - Grades 6-8 (Nov. 1, 2019 - Mar. 14, 2020)**

The winter uniform consists of khaki pants and a white oxford cloth button-down shirt with the school emblem, and Slade green striped tie. Solid white or black crew socks are also required. A red V-neck sweater or sweater vest (optional) with school emblem completes the uniform. No sweatshirts may be worn as part of the uniform. This school year (2019-2020) will be the final year that middle school boys may elect to wear the gray uniform pants.

**Boys' Summer Uniform - Grades 6-8 (Sept. 3 - Oct. 31, 2019, and Mar. 15 - June 11, 2020)**

The optional summer uniform consists of khaki pants or shorts, a white knit uniform polo shirt, and a red V-neck sweater (optional) with the school emblem. White or black socks above the ankle are also required.

**6. Physical Education (Gym) Uniform**

All students in grades K-8 will be expected to wear their gym uniform to school on their scheduled gym days. Pre-K4 students will wear the gym uniform every day.

The gym uniform may only be purchased through the uniform company. All students are required to have a complete gym uniform, which includes the following items: green gym shorts, grey t-shirt, grey sweatshirt (crew neck or zip-up hoodie), and green sweatpants. (Please note: the zip-up hoodie does not replace the school sweater as part of the regular school uniform.)

The uniform also includes gym shoes and black or white above-the-ankle socks. Gym shoes must be laced and tied at all times. During the warm months, students may opt to wear only gym t-shirts and shorts.

**Special notes:**

If wearing the khaki uniform slacks or shorts, students must also wear a solid-colored black or brown belt.

The length of the girls' kilts, jumpers and/or skorts should be within two inches (2") of the knee. Khaki shorts should not be worn below the knee.

**B. Shoes**

The children must wear one of four school-approved shoes which may be purchased through the uniform company or a private vendor.

**C. Hair**

Students are expected to come to school with neatly groomed, clean hair of the natural color with which they were born. Dyed, bleached or frosted, or unusual/fad hair colors (e.g. yellow/dyed blonde, orange, purple, etc.) or hairstyles are not permitted for girls or boys. The administration will make determinations as to what constitutes fad hairstyles. Boys are expected to have neatly trimmed hair, the length should not be so long as to hang in their eyes or touch their collars. Hairstyles of varied hair-lengths (i.e. shaved sides with longer top hair) are not permitted. The hair for boys must fall above the eyebrows and at least half of the ear must be seen. No channels or rows may be cut into the hair. No shaved sections of hair will be permitted on either girls or boys. Students are not permitted to have hair extensions or wrapped sections (with colored threads or beads). Boys with facial hair must be clean shaven.

**D. Hair Accessories for Girls**

Hair accessories should be simple and not provide a distraction. Girls are permitted to wear ribbons, barrettes, or headbands only in solid school colors of green, white, red, yellow, or black. Headbands made from the uniform material are also acceptable. Hair accessories should be plain and should not be embellished with additional bows, jewels, flowers or other decorative items.

**E. Jewelry/Nail Polish**

Girls are allowed to wear only one (1) post earring per ear, positioned on the ear lobe only (no cartilage, etc.). For safety reasons, hoop or dangle earrings are not permitted. Only one simple religious necklace or medal is allowed. One simple ring may be worn on either hand. No bracelets are allowed for boys or girls. No earrings of any description are permitted for boys. No make-up or face decorations are permitted. Girls and boys may wear a watch, with the exception of Smartwatches or fitness trackers. Students are not permitted to wear nail polish. No press-on, sculptured, French manicures, gel, overlays, or designs of any kind are permitted. Nail length should not extend beyond the tips of the fingers for safety and hygienic reasons.

**F. Book bags/Backpacks**

These items are required for all students and the required supplies are listed in the summer bulletin. Students should have their names clearly written on all of their possessions. Backpacks on wheels are not permitted due to the multiple levels of the building.

**G. Out-of-Uniform Days**

Out-of-uniform days are not an opportunity for students to ignore the school policy concerning hair, nails, shoes, jewelry, style and length of clothing. These days are generally allowed for special occasions only and will only continue to be allowed if students observe accepted out-of-uniform dress codes. Students will be asked to call home for a change of clothes if the administration or faculty deems that any article of clothing on a non-uniform day is suggestive or inappropriate.

Whenever the students are permitted to be out-of-uniform on a school day, they are to dress appropriately for school (e.g. clean, neat jeans, or slacks, knit sport shirts, and above-the-ankle socks).

The following shoes should never be worn to school: sandals or any backless, slip-on style shoes (e.g. clogs, Crocs, slides, or moccasins, heels over 1" high (e.g. high-heels, platforms, wedges, etc.), or musical, flashing lights, or Heely-style shoes.

The following clothing items should never be worn to school: halter tops, see-through blouses, bare-midriff tops, tank tops, crop tops, T-shirts with inappropriate logos or writing, leggings, flannel pajama bottoms, miniskirts, shorts (except in summer uniform months), exceptionally tight, short, or provocative clothing.

No temporary or permanent tattoos, nail polish and adornments, or special hair colors or styles are permitted. Students must wear above-the-ankle or full-length socks. "No show" socks are not permitted.

Hats/baseball caps may be worn to and from school only. Hats may not be worn inside the building, as this is a universal practice of good manners.

If a student's regularly scheduled P.E. day falls on an out-of-uniform day, the student may dress out of uniform but must wear gym shoes.

#### **H. Middle School Formal Event Attire**

Girls should wear a simple dress of modest neckline and length. Length should be no shorter than two inches above the knee. All dresses should cover the back completely. Sleeveless dresses are permitted, but the shoulders must be covered in their entirety. One-shoulder, halter, or strapless dresses are not permitted. Additionally, no cut-outs in any part of the dress, slits in the skirt, or sheer fabrics without a slip underneath are permitted. If a dress fails to meet any of the requirements, a sweater must be worn for the duration of any event. Girls should either wear flats or shoes with a minimal heel (about 1" high). Athletic, tennis, cloth, or canvas shoes are not acceptable and should not be worn.



Boys are required to wear a button-down shirt, tie, dress slacks, and dress shoes. Athletic, tennis, cloth, or canvas shoes are not acceptable and should not be worn. These same attire guidelines apply to all upcoming school-sponsored activities, including, but not limited to, the graduation picture, graduation, Toby's Dinner Theater, and the Graduation Dinner Dance. All graduates will wear green robes over their outfits for the graduation ceremony.

#### **I. Uniform Exchange:**

Please remember to save old uniforms throughout the school year as your children outgrow their uniforms to contribute or trade at the Uniform Exchange. The Uniform Exchange will not accept uniforms which are not in good repair. There are generally three used uniform sales throughout the year, generally held in June, August and February. For further information, please contact Mrs. Kerry McDaniel at 410-850-4632.

### **XIII. School Services**

#### **Cafeteria**

The cafeteria is available for all students in grades K-8. Students are requested to bring napkins with their lunches and to follow proper etiquette in the lunchroom. Students are not allowed to bring sodas, coffee, or energy drinks to school. There are no facilities in which to heat children's lunches brought from home.

The hot lunch program offers students a choice of purchasing the daily entrée or a la carte items. The daily entrée includes a vegetable and a drink. A luncheon menu is provided monthly.

Pre-K4 (Full-Day) students are required to bring a lunch from home each day. Milk will be provided.

#### **Internet Access**

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Monsignor Slade Catholic School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software for their protection students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access, and disciplinary action up to and including suspension or expulsion. Acceptable uses of the Internet are activities that

support learning and teaching. All users of the network, within the boundaries of Monsignor Slade Catholic School, are responsible for adhering to the acceptable use policies.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others.
- Using profanity, obscenity, or other offensive language
- Unauthorized copying of materials or installation of software.
- Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- Sharing of passwords, if provided, or attempting to discover another's password.
- The intentional writing, producing, generating, copying, or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, 'worms', etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs.

Monsignor Slade Catholic School will be responsible for:

- Teaching students about these guidelines
- Supervising and guiding student access to the Internet.

### **Ethical Use of Technology**

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standard in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well-being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

### **Health Room**

Monsignor Slade Catholic School has a registered nurse] and several part-time medication technicians on staff to assist students in daily healthcare needs. The health room is fully staffed during normal school hours.

### **Library**

The library is open for student and teacher use during school hours each day school is in session. Classes for PK- 4 through 5<sup>th</sup> grades are scheduled to visit the library on a regular basis. In addition, middle school students are invited to visit the library at other available times with teacher permission.

All students in grades PK 4- 8 may borrow non-reference book suitable for their grade level for a period of two weeks. No student should have more than two books borrowed at any time unless special arrangements have been made with

the Media Specialist. Students are encouraged to be aware of the grade level designation of books so that the materials they choose are suitable to meet reading and interest levels.

Students are encouraged to return books by the due date. Overdue notices will be sent on a regular basis. There are no fines charged for overdue books. However, the student will be unable to borrow an additional book until the overdue book is returned or arrangements have been made for a replacement. Books that are four weeks overdue are considered lost and should be paid for immediately. No refunds will be made for books that are consequently found and returned. The student must also pay for any damages to books in excess of normal wear and tear.

There will be no check out of books before a long holiday, such as Christmas or Easter. All books are to be returned to the library the last day before those long holidays. Approximately 2-3 weeks before the end of the school year all books are to be returned to the library.

The library sponsors two books fairs each year. Please check the school calendar for dates.

### **Lost and Found**

Articles may be claimed in the front office from 8:00 to 8:20 a.m. and 2:45 to 3:15 p.m. from our receptionist. All articles belonging to a child must be labeled. Quarterly, unclaimed articles are donated to the poor.

### **Pictures**

Each year the school contracts with a photographer for individual and group pictures. Purchasing information will be distributed by the photographer.

### **School Store**

The store is open from 7:45 a.m. to 8:15 a.m. Monday through Friday. The store carries an inventory of all standard supplies that your child will need. A complete list of available school supplies will be posted on the school's website.

## **XIV. Transportation**

### **Car Riders**

Please adhere to the posted speed limit of 10 M.P.H. while on Monsignor Slade Catholic School's property. This speed is not only for your child's safety but also for the safety of all our students, parents, and staff. For the safety of the students, do not engage in cell phone conversations if your car is in motion on the parking lot.

As noted previously in this handbook, the school day ends at 2:45 p.m. Monday through Friday, and at 12:15 p.m. on half-days during the school year. Please be prompt in picking up your children. Students who ride home in automobiles are to be picked up from the school's parking lot only. Parents are not allowed to park off-site, either at the Armory, the Parish Center, or along Central Avenue, to walk onto the school lot and pick up their child/ren.

The school cannot be responsible for students left on school property or the parking lot before 7:30 a.m., after 3:15 p.m., Monday-Friday, or after 12:45 p.m. on half-days.

### **Traffic Procedures**

The entrance nearest the Armory is for those cars turning right only from Dorsey Road or for those cars entering school property from Central Avenue. A second entrance, for those cars turning left off of Dorsey Road, or for those parents needing to drop off children at Extended Care, is located at the operational light in front of the Pascal Senior Center. This entrance will serve as both a right- and left-hand turn for cars entering from Dorsey Road as well as the exit for all school traffic. This entrance will handle two-way traffic past the Edu-Care Center into and out of the school parking lot.

Once you enter the parking lot, we do require that you follow the direction of the student safeties, teachers on duty, and/or the directional arrows, as well as the parking lot diagrams.

At dismissal, we also ask that you, out of courtesy to your fellow Slade parents, park between the designated lines for all parking spaces. Do not straddle two parking spaces as there are plenty of parking spaces along the back row (trees) should your vehicle need additional space. Also, larger vehicles, such as full-sized vans or trucks, may park at the end of the row where straddling a line will not cause additional problems.

There is only one way to exit the Slade parking lot. All cars must proceed along the back of the lot (along the trees), towards the playground, past the Edu-Care Center, and out towards the Pascal Senior Center intersection at Dorsey Road.

### **Morning Drop-off Procedure**

Please refer to the chart below for a detailed diagram of this a.m. procedure.

REMINDER: Students are not supervised prior to 7:30 a.m., unless they are enrolled in our Extended Care Program. This simply means that all students, unless they are a morning safety, are to remain in their car until the teachers report to traffic duty at 7:30 a.m.

## If you use the armory entrance:

### 1. Extended Care Drop-Off (7:00 a.m. to 7:30 a.m.)

Those parents dropping their children off at Slade's Extended Care are strongly encouraged to use the "Armory Entrance" each morning. There are a few parking spaces designated for this purpose alongside of the cafeteria, however, if you should find these spaces completely in-use, you are asked to pull up to the first parking section closest to the Armory (the first section of 'singles only' parking) and walk your child down to the cafeteria to sign in.

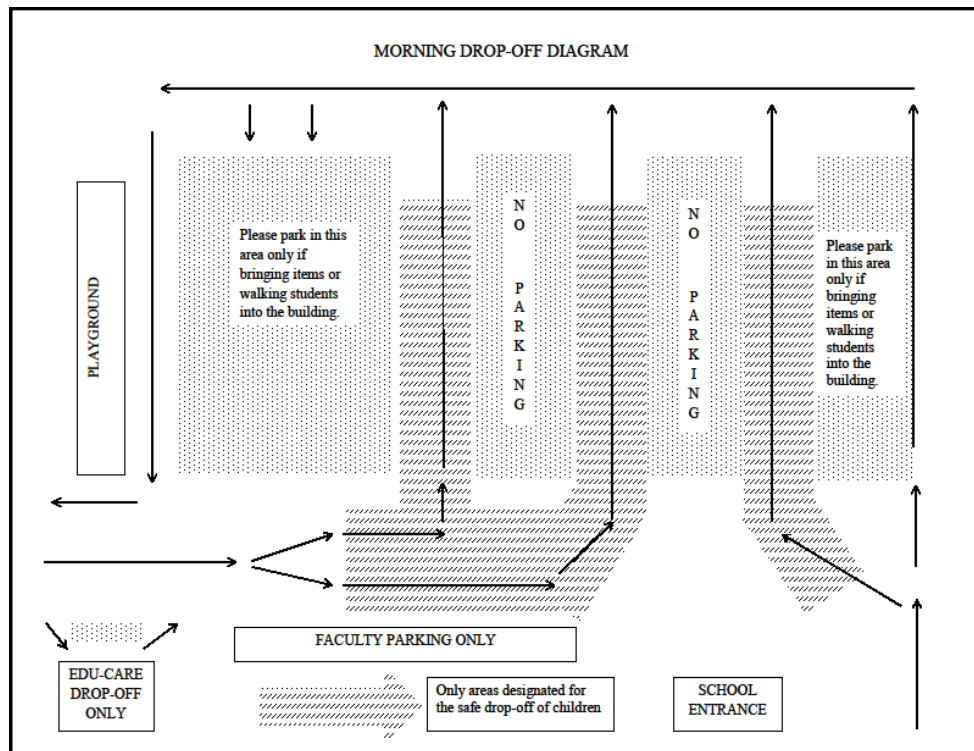
If you arrive after 7:30 a.m., you will need to proceed through the regular drop-off line, park your vehicle as directed on the parking lot diagram and then proceed into the building.

### 2. Drive & Drop-Off

Proceed to the top of the driveway; follow the lane marking, as well as the directions of the teacher on duty. Do not stop if there is room to advance in the lane. This will allow for a smoother flow of traffic and prevent back-ups in the driveway.

All students should exit their vehicle once the traffic has been stopped by the teacher or student safety on duty. All students should exit their vehicle using the door closest to the school and nearest the 'Student Safety Zone'. Please be vigilant and watch for students crossing through the cars towards this safety zone. For the safety of everyone, do not let your child out of the vehicle prior to the coned area to 'cut across' the grassy area.

Please remain in your car. There are student safeties on post to assist your child. All students should be prepared (coats on, book bag and gym bags at hand, etc.) to exit the vehicle once it comes to a complete stop.



## If you use the Pascal Senior Center entrance:

Parents entering the school property using this entrance will need to follow one of the following options when dropping off students:

### 1. Edu-Care Parents

Upon entering the school property, please turn right into the Edu-Care parking area (the area just *after* the 1<sup>st</sup> STOP sign) park your vehicle then walk your child inside.

No left turns are permitted as a means of exiting this parking area. When ready to leave you must rejoin the incoming flow of traffic by turning right at the stop sign closest to the nursery school trailers. A student safety is posted in this area to facilitate this merger. Once you have rejoined the line of traffic please follow the directions of the teacher on duty and proceed through the traffic pattern and exit our parking lot.

### 2. Extended Care Parents

Extended Care parents needing to bring their children and/or after-school items into the cafeteria must proceed through one of the two traffic lanes. You may choose to have your child/ren exit the vehicle once the traffic is stopped and then you can proceed into one of the parking areas (refer below for the diagram) and carry after-school items into

the building. The other option is to go through the traffic line and have your child/ren remain with you until you park the car and then proceed to enter the building.

### **3. Drive & Drop-Off Parents**

These parents proceed past the nursery school trailers to one of the two designated 'Drive & Drop-Off' lanes and follow the directions of the student safeties and teachers on duty. All students are to exit their vehicle as directed by those on duty and proceed directly to the 'Student Safety Zone' and await permission to cross safely.

For the safety of everyone, do not let your child out of the vehicle prior to the designated drop-off area to 'cut across' or walk along the faculty parking area.

Please remain in your car at all times. There are student safeties on post to assist your child with his coat, book bag, musical instrument, snacks, etc. All students should be prepared (coats on, book bag and gym bags at hand, etc.) to exit the vehicle once it comes to a complete stop.

Please be patient while waiting for the cars in front of you to finish unloading. For the safety of our students, please do not pass a stopped vehicle for any reason.

### **Afternoon Parking/Dismissal Procedure**

Parents are reminded that the following procedures are designed with the safety of all in mind. Therefore, please be diligent in following these guidelines, as you are a role model for your children. (NOTE: Parents are not allowed to park in the Parish Center parking area, the Edu-Care lot or the Armory parking lot during Slade dismissal. In addition, parents are asked to refrain from bringing their pets to school as it is a distraction to the dismissal procedure.)

#### **A. Armory Entrance**

All parents entering the parking lot from this entrance should proceed up the driveway to the very back aisle (along the tree line), turning left down this aisle and then turn down either a single-child car-rider aisle or a multiple-child car-rider aisle, depending on your 'status'.

#### **B. Pascal Entrance**

All parents entering the parking lot from this entrance should proceed past the Edu-Care Center parking area, up along the 'front aisle' (area between the faculty parking area and the parent parking area), turning left down either a single-child car-rider or a multiple-child car-rider aisle. Please remember:

All vehicles are to park facing the playground end of the lot. Each parking aisle has been designed for two-way traffic.

We also ask that you, out of courtesy to your fellow Monsignor Slade Catholic School parents, park between the designated lines for the spaces. Do not straddle two parking spaces. There are plenty of spaces along the back row if your vehicle needs additional room. Also, larger vehicles such as full-sized vans or trucks may park at the end of the rows where you will obviously have more room.

### **Parking Directions for All Parents (Singles and Multiples)**

Please do not come to park for dismissal prior to 1:30 p.m. as students may still be using the blacktop area for recess or PE classes.

The first three parking areas are for single-child car-riders only (cars containing one Monsignor Slade student). These areas are labeled Section "A" on the dismissal diagram. If all of these spaces are filled, you will need to park in one of the Section "B" areas, but be aware that you will be dismissed by the teacher on traffic duty with those cars in Section "B".

We will again allow triple parking in the first row/section of "singles only" (section closest to the Armory) rather than the 'double parking' allowed in all other rows. Please be advised that if parking in this area, you agree to be ready to leave on time when it is your turn. Should you miss your turn, you will be required to wait to leave until the very end of the dismissal process.

All perimeter parking, including by the cafeteria, is overflow parking. All overflow parking will be dismissed after the main parking lot of singles and multiples is dismissed. Overflow will be dismissed in clockwise order beginning by the playground. Late arrivals will follow overflow parking.

The next three parking areas are for multiple-child car-riders (cars containing two or more Monsignor Slade Catholic School students). These areas are labeled Section "B" on the dismissal diagram.

Please refrain from parking in the "reserved" parking spaces on the parking lot, unless you are the authorized user of such space for the school year. There are two reserved spaces in the 'singles' and two spaces in the 'multiples' sections of the parking lot.

Once dismissal of students from the building has begun, all traffic will be stopped until such time as it is deemed safe to resume parking cars. If your car should be held in a "waiting area", please be patient. Do not leave your

vehicle to go meet your children. There are procedures in place to keep all students with a teacher until parents can park and pick them up.

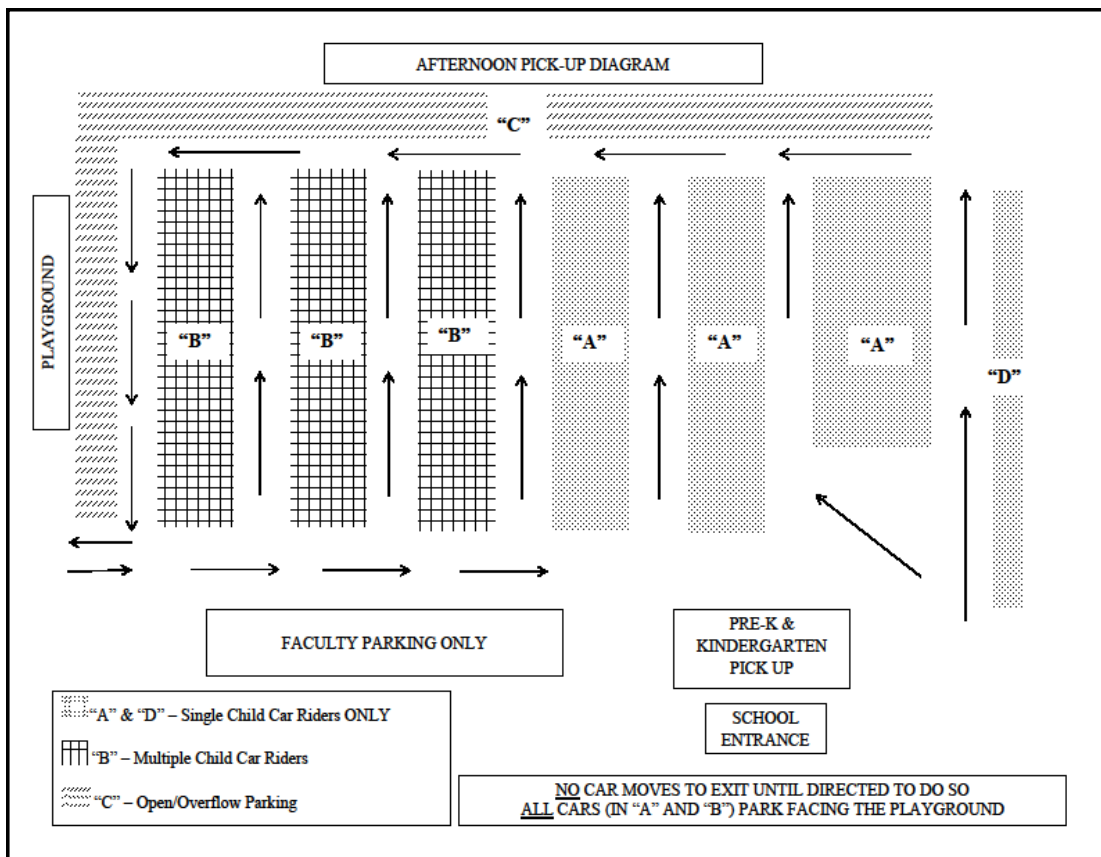
All parents of children in grades Pre-K4-3 must walk to meet your child/ren. Please stand and wait for your child/ren in the designated pick up area. Do not wait up near the carport entrance or the faculty parking area, as the children need clear passages from the school in order to dismiss in a timely fashion.

Student/s and parent/s should report to their car immediately after meeting to enable the teachers on dismissal duty to begin moving the cars off of the lot. No cars are to move until all children are safely in their vehicles.

Once traffic has begun to move, parents and students may cross to their cars only after being signaled by the teacher or safety on duty to do so.

Teachers on duty will indicate when cars are to begin to move out of the parking area as well as which direction they are to move. Please wait until you are directed to move by a teacher.

If a child is normally a single-child car-rider, but will have other Monsignor Slade Catholic School students riding home with him/her on any given day, the parent MUST park their vehicle in the multiple-child parking section (Section "B"). This child should also come out with the multiple-child car-riders. The reverse of this is true for a child who is normally a multiple-child car-rider, but who will be a single-child car-rider on any given day.



### **Overflow Parking, Late Arrivals and Parents Arriving for After-School Appointments**

1. Once dismissal of students from the building has begun, all traffic flow onto the parking lot will be halted. Parents are asked to remain in their vehicles patiently until the "lates" are given the "go ahead" by the safety or teacher on duty to proceed into a parking space.

Please note: Teachers will remain on duty watching over any (Pre-K4--8) student whose parent may be in the "late line".

2. The driver of any students in grades Pre-K4-3 is responsible to walk to the "Students Only" area, which is indicated on the diagram on page 43 to meet the child/ren.

3. Parents picking up their child/ren from the Extended-Care Program during regular dismissal time will not be allowed to drive through the parking lot after picking up their child. These parents will be directed to line up and wait for their turn to exit the parking lot.

4. Any parent picking up a student for a doctor (dental, etc.) appointment must do so prior to 2 p.m. Otherwise, you will be dismissed from the parking lot in the usual time schedule.



## **Walkers**

Students living in the local area are allowed to walk home each day. No student will be permitted to leave school as a walker unless his/her parent has filled out a permission form issued by the office. A teacher and a crossing guard assist the children in crossing Dorsey Road. The students are to follow all safety rules in walking home.

## **XV. Extra-Curricular Activities**

### **Extra-Curricular Activities**

A variety of activities are available for students including clubs, band, sports, and field trips.

Please be advised that the school nurse, health room supplies, and student medications stored in the health room, are not available during after-school, extra-curricular, and weekend activities. Therefore, it is the parent's responsibility to coordinate with the adult(s) conducting any extra-curricular activity to assure that their child's medication is available during the activity.

Students involved in band, or other after-school club or activity, must be picked up within 15 minutes of the activity's end time. Any student with a late pick-up from an after-school activity will incur a late fee in accordance with the above-stated policy.

### **Band**

Students in the intermediate and middle school grades are eligible to participate in the school band. Monsignor Slade Catholic School has three bands: beginner, concert and symphonic. Lessons are held during school hours, once a week for one-half hour. It is the child's responsibility to make up any work missed during band lessons. Full band practice is held one day a week, after school, for students in the concert and symphonic bands.

Rental fees for an instrument depend on the store from which the instrument is rented. The usual procedure is that rental may go towards purchase of the instrument. Once a student is a contributing member of the band s/he is expected to participate in all concerts.

Third grade students who wish to learn the flutophone may do so. A letter with the fee and additional information is distributed in September.

The purchase of a band uniform, which includes tuxedo shirt, black dress pants, black belt, black socks, and black shoes, is required of all concert and symphonic band members. In addition, a bow tie and cummerbund have been purchased by the Home and School Association and are loaned to the concert and symphonic band members each year. Beginner students are not required to wear band uniforms.

### **Buddies**

Teachers match students in grades 4-8 with students in grades Pre-K4-3 to allow students to develop positive relationships throughout our campus. Buddies work on joint activities and frequently send communications, which encourage socialization.

### **Clubs**

A variety of clubs are available for students to join at varying grade levels (e.g. Art Club, Chess Club, Chorus, Robotics, Rosary Guild, Theater, etc.).

### **Safety Patrol**

This service organization plays an important role in helping school staff and crossing guards provide adequate safety procedures for children who attend our school. Parental permission is required.

### **Scouts**

Monsignor Slade Catholic School provides space in the building for various scouting troops to meet. Contact your local organization for more information.

### **Slade Ambassadors Program**

The Slade Ambassadors Program is comprised of middle school students who are selected to represent Monsignor Slade Catholic School in some capacity, either at internal or external affairs. Students will be selected to be ambassadors based upon their outstanding level of responsibility, volunteerism, and commitment to the school community. All Monsignor Slade Catholic School ambassadors are subject to administrative approval and will serve as needed.

### **Sports**

A variety of sports are available for students of all grade-levels. Please see Athletic Council section for a complete listing of available sports programs.

### **Student Council**

Students from the intermediate and middle school sections are eligible to participate in Student Council. Elections are held annually according to their constitution and by-laws. The focus of Student Council is to provide leadership and service to our school community.

## **XVI. School Programs and Associations**

### **Athletic Council**

This Council is accountable to the school's administration. This board is open to recommendations, which will improve the athletic program in the school. Membership is open to adults. Monies necessary for implementing the total extra-curricular programs are obtained through registration fees.

The Monsignor Slade Catholic School athletic philosophy is:

- to develop a wholesome attitude towards a competitive spirit and the desire to win.
- to develop character.
- to develop team spirit, sportsmanship, and fair play.
- to develop each child's God given abilities.
- to develop a sense of respect for oneself, others and authority.

Children in sports need understanding, acceptance and praise. As children grow and are nurtured and encouraged by their parents, coaches and other volunteers, it is our job to assist in providing a solid foundation for further physical activity as they mature into young adults. As we encourage sports participation at Monsignor Slade Catholic School, we must be aware that moral, ethical behavior emphasizing the value of sportsmanship on the part of adults will provide the best example for our children.

### **Athletic Council Officers**

President	Lauren Williams	sladeacpresident@gmail.com
Treasurer	Amy Rinius	athleticcounciltreasurer@gmail.com
Secretary	David Topper	sladeacsecretary@gmail.com
Website/Technical Advisor	Nicko Acks	sladesportsadm@gmail.com
MedKit Coordinator	Stacey Coffee	mssladesafety@gmail.com
Basketball Commissioners	Jason O'hara	mssladebasketball@gmail.com
Cheerleading Commissioner	Deena Dunevant	sladecheerleading@gmail.com
Field Hockey Commissioner	Nishant Mehta	sladefieldhockey@gmail.com
Lacrosse Commissioner	Tony Hudson	sladeboyslax@gmail.com
Soccer Commissioner	Alan Pfeiffenberger	mssladesoccer@gmail.com

### **Duties of the Council**

Duties will include but are not limited to:

- assure implementation of the MSCS athletic philosophy
- determine when implementation of new programs is in order and in keeping with the school's philosophy
- approve financial disbursements
- set disciplinary policies and rule on any action taken

Listed below are service hours that may be earned through the athletic program.

<u>Position</u>	<u>Hours</u>
Athletic Council Board Members	12
Team Coach	12
Assistant Coach	10
Event Monitor	10
Team Parent	5

Athletic programs offered at Monsignor Slade Catholic School:

- basketball league play for boys' and girls' teams, ages 7 to 14
- basketball clinic for boys and girls in grades K-2
- cheerleading for grades K-8
- field hockey for girls in grades K-8
- lacrosse for boys and girls in grades K-8
- soccer league play for boys and girls ages 8 to 14
- soccer clinic/intramurals for grades K-3

Please refer to the MSCS sports website for the latest information, including current fees, for all sports programs. The web address is [www.sladesports.com](http://www.sladesports.com).

### **Band Boosters Association**

A Band Boosters Association has been formed by the parents and is accountable to the administration. The purpose of this association is to create interest in and give moral support to the Instrumental Music Program of the Monsignor Slade Catholic School and to create cooperation among the parents, band director, and members of the Monsignor Slade Catholic School Band.

**Extended Care Program (see Parent Guidelines on pg. 51)**

This licensed childcare program is designed for children enrolled in Monsignor Slade Catholic School in grades Pre-K4-8 who need care before and/or after school hours. Morning care is provided from 7:00 to 7:30 a.m. Afternoon care is provided from school dismissal until 6:00 p.m. It is expected that all parents will be prompt in picking up children by 6:00 p.m. The program is open on all scheduled half-days and on most days when Monsignor Slade Catholic School is scheduled to be closed. Please refer to the school calendar for specific closings. For fees and further information, please call the Extended Care Office (410-760-2024).

Supervised by caring adults, the Extended Care program offers students the opportunity to engage in a variety of activities including outdoor play, crafts, and games in a safe and nurturing environment. Students are provided a snack and time to work on homework in the afternoon. The program does not offer tutoring services.

**Summer Program (see Parent Guidelines on pg. 51)**

Beginning on the first weekday of summer vacation and continuing until the first day of school in the fall, this program provides full day care for students in grades Pre-K2-8. The summer program includes field trips, sprinkler time, special presentations from outside groups, theme weeks, game room, and competitions. Space is limited. For fees and further information, please call the Extended Care Office (410-760-2024).

**Home and School Association (HASA)**

All parents are members of the Home and School Association and are encouraged to be active in this organization.

With the cost of Catholic education rising yearly, a continued concentrated effort is needed to provide assistance to Monsignor Slade Catholic School. Each year, the HASA provides funding toward the school's budget in an effort to keep yearly tuition lower, thus lightening the financial burden on each school family. Parents are responsible to work toward reaching that goal through participation in HASA sponsored fundraisers.

Parents are responsible for fundraising items sent home with a student. Articles or money received from selling articles should be returned to school within the time allotment. All outstanding debts and/or returned checks must be paid by the end of the school year. Failure to do so will result in your child(ren)'s yearbook, report cards, records, etc., being withheld.

The Constitution and By-laws of The Home and School Association can be found on the school's website at [www.msladeschool.com](http://www.msladeschool.com).

**Officers**

President	Kerry McDaniel	kklmcd5@yahoo.com
Vice-President	TBD	TBD
Treasurer	Stacey Kripas	stakrip5@gmail.com
Secretary	Linda Gottschalck	lgotts1@hotmail.com
School Board Rep.	Joe Shepherd	joe.shepherd@fnf.com

**Event Chairpersons/Coordinators**

Band	Stephanie Zerhusen	410-590-5034
Bags 'n Bling Bingo	Mary Ward	m.ward@msladeschool.com
Boo Bingo	Gina Williams	443-538-2255
Candy Sale	Stephanie Zerhusen	410-590-5034
Christmas at Slade	Martha Sidlowski	410-969-4930
Father/Daughter Dance	Kerry McDaniel	kklmcd5@yahoo.com
Flower Mart	Kimerly Kelch	khonaker1@gmail.com
Hospitality Committee	Jennifer Maduro	443-214-9426
	Jami Watt	443-270-8161
May Fair	TBD	
Mother/Son Adventure	Kerry McDaniel	kklmcd5@yahoo.com
Parent Cleaning Day	Kathie Sullivan	410-766-7130
Race for Slade	TBD	
Skate Night	Stacey Coffee	410-292-0154
Scrip Program	Jonathan Thomas	magothy@gmail.com
Spirit Nights	Stacey Kripas	stakrip5@gmail.com
Sports Card Shows	Leo Zerhusen, Jr.	410-590-5034
Uniform Exchange	Kerry McDaniel	kklmcd5@yahoo.com

## **Archdiocese of Baltimore**

### **Acceptable Use Policy for the Internet and Technology Tools**

*Technology* skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

**All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.**

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under **Maryland 's law prohibiting the Misuse of Computer Service ("Grace's Law")**.

**Parents are responsible for:**

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

**Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.**

**Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use and access of web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

# Parent Guidelines

for families participating in the following programs:

Edu-Care Two-year-old Full-Day Pre-School  
Edu-Care Two-year-old Half-Day Pre-School  
Edu-Care Three-year-old Full-Day Pre-School  
Edu-Care Three-year-old Half-Day Pre-School  
Extended Care for Full-Day Pre-K4 – 8<sup>th</sup> Grade  
Summer Care for Pre-K2 - 8<sup>th</sup> grade

**PARENT GUIDELINES**  
**Pre-School & Extended Care/Summer Care**

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## MONSIGNOR SLADE CATHOLIC SCHOOL EDU-CARE CENTER

Monsignor Slade Catholic School includes a child care center, known as the Edu-Care Center, which is licensed by the Maryland State Department of Education, Division of Early Childhood Education. The Edu-Care Center ("Center") has been open since 1975.

### **Philosophy:**

As a Catholic licensed child care center, we accept each child as a child of God, recognizing that each is capable of growing in his or her own unique way. We provide an atmosphere of love and trust in which each child is free to grow spiritually, intellectually, emotionally, physically, and socially.

### **Inclusion Policy**

Whereas: The Philosophy of the Catholic schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message- to love and respect the right of all people.

It is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and loan programs, athletics and other school programs.

Children entering preschool must be the appropriate age that will enable them to comply with the MSDE regulations regarding entrance to school. In the case of a foreign born student, immigration documentation is required.

If a student has been identified through Child Find or has an existing IFSP, IEP or 504 plan, a copy is requested at the time of application. Monsignor Slade Edu-Care has a strong working relationship with Anne Arundel County Child Find, and our teachers and staff collaborate with the Anne Arundel County Public School professionals who work through the Community Based Services Program (CBS) and Single Services programs; we are inclusive of children with special needs and disabilities to the best of our abilities.

We strive to work with students, families and professionals to steward each child in developing their gifts and strengths. Monsignor Slade Edu-Care has a two month evaluation period for all students, and uses the Brigance Screening Assessment to benchmark each student's development. If observations are made about a student's behavior, academic progress, speech or occupational skills that may warrant a referral to Anne Arundel County Child Find, our staff or Director will have a conversation or conference with the parents or guardians about the appropriate strategies to benefit the student's development. Monsignor Slade Catholic School has a full time Guidance Counselor and a partnership with the Kennedy Krieger Institute for additional support and input in guiding the development of each student.

### **Admission:**

The Edu-Care Center accepts children beginning at 2 years of age. We follow the age-qualification guidelines set forth by the Maryland State Department of Education; therefore, the cut-off for age of entrance into all preschool programs is September 1<sup>st</sup>. Children with birthdays on September 2nd and after will be placed in the next year's program.

The following MSDE-required forms must be submitted prior to start date:

- Health Inventory (OCC 1215)
- Blood Lead Testing Form (DHMH 4620 R)
- Immunization Record (DHMH 896)
- Birth Certificate
- Emergency Card (OCC 1214)

### **Programs:**

Edu-Care – Full-Day - Pre-school and child care for children ages two and three.

Edu-Care – Part-Day - Morning-only pre-school for children ages two and three.

Both Edu-Care Full-Day and Part-Day sessions run from September - May and follow the schedule of MSCS. Parents may opt to also register their children for the Summer Program, which is billed separately, making full-year care available.

Extended Care - for children in grades Pre-K4 (full-day) through eight. Child care is provided before and after the school day, and all day on scheduled closed days. Extended Care tuition covers from the child's first day of school through the child's last day of school.

Summer Program – Full-day child care is provided for children in grades Pre-K2 through eight between the last day of school and the first day of the new school year.



### **Hours:**

The Center is open from 7:00 a.m. to 6:00 p.m. for full-day programs. Part-day programs run from 8:00 a.m. - 11:30 a.m., September through May.

### **Holidays:**

The Center is closed for the following:

New Year's Day	Week following Independence Day
MLK Jr. Day	Full Week in August—T.B.A.
President's Day	Labor Day
Good Friday	Thanksgiving/Day After
Easter Monday	December 23-31, 2019
Memorial Day	Other days deemed appropriate

### **Pre-School Programs:**

Edu-Care – Full-Day - Pre-school and child care for children ages two and three.

Edu-Care – Part-Day - Morning-only pre-school for children ages two and three.

We consider the needs, growth and developmental patterns of young children and hope to instill in each child a sense of self-worth and a love of learning. We provide a rich variety of activities and experiences and endeavor to create a warm, accepting atmosphere in which your child can feel secure and want to learn. We offer the child challenges without pressure and opportunities for success. Through examination and exploration of his or her environment, a child can build the foundation for future attitudes, habits and intellectual competencies. Well-planned activities will enable the child to learn to share and take turns, to respect the rights and needs of others, the art of listening and the ability to follow directions. Through our program, your child will begin an educational journey that will enable him or her to become a productive, worthwhile, responsible person.

**Curriculum:** At Monsignor Slade Edu-Care, we use the following curriculum: *Healthy Beginnings*, *Creative Curriculum*, *Little Treasures* curriculum for oral literacy and language development, the *My Math* curriculum for developing math foundations, and *Image of God* and *God Made Everything* curriculum for early faith formation.

### **Extended Care Programs:**

**Extended Care (during the school year)** - This program is designed for MSCS children enrolled in grades Pre-K4 (full-day) – 8 who need child care before and/or after school hours. We offer a variety of activities to supplement the school day. Though we are not able to provide tutoring services, we do provide your children with the opportunity to do their homework in a safe, nurturing environment. The extended care program is designed to promote a positive self-concept in each child. The Center is staffed with warm, caring adult models with whom to identify, who will give your child emotional support and a great deal of encouragement to be imaginative, creative and resourceful. The children have opportunities to celebrate holidays and special occasions and often engage in projects or age-appropriate crafts.

**Summer Program** - This program provides full-day child care during the summer months for children ages two through eighth grade. This program begins on the first day of summer vacation and continues until the first day of school in the fall. The program includes field trips, water play, sports/games arts & crafts, theme weeks, competitions, etc. Please contact Edu-Care/Extended Care office for more information.

### **Arrival:**

**Edu-Care Children (2- & 3-year-olds)** - During school arrival time, please obey all traffic directions and keep to the 10 mph speed limit. All children are to be signed in and out by an adult on the sheet provided. Hot lunch should be noted, if required. Once signed in, please escort your child to the classroom and make sure a staff member knows that your child has arrived. You should plan enough time to get your child settled.

**Extended Care Children (Pre-K4-8)** - From 7-7:30 a.m., Pre-K4 children should report to the Edu-Care Center and will be escorted to the main MSCS building at 7:30 a.m. For children in grades K-8, please use the following directives: From 7:00-7:30 a.m., parents may park by the cafeteria and escort the child inside. After 7:30 a.m., children should be dropped off in the school parking lot in the school drop-off lanes. Traffic control must be obeyed at all times. Children in the cafeteria are escorted upstairs at 7:40 a.m. where they report to their classrooms.

Children are to be signed in and out by an adult on the sheets provided. Make sure a staff member knows that your child is there. Children in grades 4-8 are permitted to come into the cafeteria alone and sign themselves in (only an adult can sign them out), but they must report to a staff member immediately. Once a child enters the cafeteria, he or she may not leave unless signed out by a parent.

### **Departure:**

Only parents, legal guardians, or authorized designees may sign a child out of the Center. If anyone else is coming to pick up your child, a note must be given to a staff member stating the name, date, relationship of the person picking up the child, and your signature. Drivers may be asked to provide identification. You must come into the building or up onto the field (out of the car) to pick up children. Emergency Cards (OCC 1214) must be kept current.

It is important for Extended Care families to check the board near the sign-in book to find out where your child's group is currently located. If you need to pick up your child earlier than 2:45 p.m., please park in the parking lot and follow the regular school dismissal pattern. Please notify your child's teacher that he or she will be a car rider for the day and will not be going to Extended Care.

The Edu-Care/Extended Care Center closes at 6 p.m. If running late, please give the Center a call. After 6 p.m., a late pick-up fee of \$20 per every 15 minutes late is assessed and will be added to the family's FACTS account.

### **Health and Safety:**

To promote physical fitness and gross motor skill development, students will have unstructured physical activity daily. When the weather is appropriate, the outdoor playground areas will be used. For full-day students, they will go outside in both the morning and afternoon.

The safety of our students is our top priority, but it is the nature of physical activity that accidents will occur. For minor accidents, staff will administer first-aid and send home a written note to the parent/guardian. Staff may call the emergency contact to alert them to a health concern. In health emergencies, the staff will call 911 and then the emergency contact. MSCS has a registered nurse on staff and she may be consulted as well.

Students with disabilities and/or special health care needs should have documentation on file through the Health Inventory, IFSP/IEP or other documentation. This information will be shared with our preschool director, principal, school nurse and classroom staff. Communication about special needs and accommodations is key to the successful care and education of the student, and a conference of concerned parties may be arranged to discuss implementation of special considerations or accommodations.

**Safety** - Safety for your child, yourself, our staff, and all who use our facilities, is a prime concern. Please make note of the following safety measures:

1. No child will be released to any person that appears to be under the influence of drugs or alcohol. An alternate person will be contacted to pick up the child. If necessary, the person under any apparent influence will be reported to the police.
2. All traffic directions (either in writing or as directed by traffic control) must be strictly followed. The speed limit is 10 mph and will be enforced. No driving down the cafeteria hill. Obey stop signs and one-way designations.
3. Under no circumstances is a car to be left unattended with the motor running.
4. Small children must be accompanied by a parent at all times.
5. Slade is a smoke-free campus, including field trips and school activities.
6. Premises are monitored by security cameras.
7. Doors are accessed by security codes. These codes should not be shared with children. At no time should the door be held open for a stranger.
8. Park in designated parking spaces only.
9. Children up to age eight need to be in a car seat and older children in a seat belt.
10. At all times, please drive in a safe and judicious manner, following all signage and traffic controls.
11. Lunches must not contain potentially hazardous foods. If in doubt, please see a staff member.
12. The pre-school children ride tricycles, big wheels, etc. on a regular basis. Helmets are mandatory for all school-age children. Please make sure to leave one in your child's cubby.

**Sick Policy/Absences** - If a child becomes ill while at the Center, a parent/guardian will be notified and arrangements must be made to pick up the child immediately. No sick child is to be brought to the Center. Symptoms that indicate illness may include fever over 100 degrees, vomiting, diarrhea, unspecified rash, general malaise, severe coughing, etc. This is health department policy. Please let us know if your child will be absent and for what reason. Children who are sent home with a fever cannot return to school until they are fever-free for twenty-four hours without medication.

**Medication** - To request that medication be administered to your child during school hours, including over-the-counter medication, please provide a doctor's written authorization on form #DHR/CCA 1216. All prescription medication must be in the original container and have the name of the child receiving the medicine on the label.

Once brought to the Center, all medication should be turned over to a staff member as medication may not be in your child's lunch box, backpack, or cubby. The child must receive one dose prior to attending school.

### **Fees:**

Edu-Care Program fees are paid monthly using FACTS, our tuition management service. Fees for the year will be auto-debited or charged on a monthly basis. Parents have several billing options available through their FACTS account. Failure to keep one's account current may result in dismissal from the Center. Specific questions about the FACTS account should be directed to the MSCS Business Office.

Fees for the Extended Care program are billed in ten equal monthly payments from July through April. This program begins on the first day of school and runs through the last day of school.

There is a one-time registration fee of \$50 per family for children entering the Extended Care Program. To withdraw from the Program, please provide written notice two weeks in advance.

Tuition and fees are available on page 34 of this handbook, or by visiting the following link:

**<https://www.msladeschool.com/admissions/tuition-grant-aid>**

Monsignor Slade participates in the Child Care Aware of America fee assistance program for military families. For more information about qualifications, please call 800-424-2246 and report our provider number as #9052020.

The state of Maryland offers a child care subsidy program. For more information about qualifications, please call 1-866-243-8796.

### **Food:**

**Edu-Care Children (Part-Day)** - The school will provide a snack and milk daily.

**Edu-Care Children (Full-Day)** - Children have the option of being provided a lunch each day during the academic school year, or parents may opt to send in a bagged lunch. A nutritious morning and afternoon snack are provided each day, and milk is provided at lunchtime. A weekly menu indicates the daily lunch to be served. You are requested to indicate on the sheet posted near the sign-in sheets that your child will be eating the hot lunch. Bagged lunches are kept in the cubby and must be labeled with the child's name. During the summer, all children must bring a bagged lunch. Lunches from home must not contain potentially hazardous foods and should have an ice pack for safe storage. If in doubt about any food item, please see a staff member. Please be reminded that we cannot heat food for your child in the microwave;. For those children who forget their lunch, available lunch/snack items will be provided to your child and a \$10 fee will be assessed. Sippy cups should not be brought to the Center. In addition, only children arriving early (before 7:30 a.m.) may bring a snack to be eaten immediately. If the child chooses not to eat the snack, the food will be put away and the next opportunity to eat will be at the next scheduled time. Children arriving after 7:30 a.m. will have their morning snack at 9:00 a.m.

**Extended Care Children** - Extended Care children must bring a bagged lunch on half-days and days when school is scheduled to be closed. All lunches are kept in the cubby. Lunches from home must not contain potentially hazardous foods and should have an ice pack for safe storage. If in doubt about any food items, please see a staff member. Please be reminded that we cannot heat food for your child in the microwave. Milk is provided. For those children who forget their lunch, available lunch/snack items will be provided to your child and a \$10 fee will be assessed. After school, children are provided with a nutritious snack. Morning snacks are also provided when school is closed.

Children arriving before 7:30 a.m. may bring a snack to eat immediately upon arrival. If they choose not to eat the snack from home, it shall be put away. Their next opportunity to eat will be with their class and the snack will be food provided by the Center. Exceptions to this rule will be made only for medical reasons.

Please discuss with staff if your child has food allergies.

For children bringing in their own lunch and/or snack, staff will monitor food items to ensure that the child is receiving whole grains, fresh fruits and vegetables for balanced meals, as well as limiting fat, sugar and salt content. If the staff has concerns, a parent/guardian will be contacted.

### **Naps:**

Full-day two-year-olds and three-year-olds are required to take a nap each day. Each child is provided with a cot. State regulations require that each child have a top and bottom cover for the cot. A small sleeping bag or nap mat may be used. All bedding must be clearly labeled and taken home regularly for laundering. On the occasion that Pre-K4 students have a full day in Extended Care, they will be required to have rest time.

**Cubbies:**

Each child in the Center is assigned a cubby for coats, changes of clothing, supplies, etc. Every Friday, each child's cubby must be emptied for cleaning purposes. We will not be responsible for anything left in the cubby.

**Clothing - Edu-Care Children:**

Children ages 2-5 should always keep a change of clothing in their cubby. We do not recommend belts or straps that the child cannot manage. It is important for children of this age to have easy access so that removing clothing does not hinder toileting. All children go outside every day unless the weather is extremely unsuitable. Please make sure your child is dressed for the weather. On snowy days, please make sure your child has a hat, gloves or mittens, boots, snow pants, etc. All clothing must be labeled. On nice days, the children do use riding equipment such as big wheels and tricycles. Please provide a helmet for your child's use. Sandals or flip-flops are not allowed because of the danger of tripping or injury when trying to run or climb. Tennis shoes are mandatory at all times.

During the summer we use a sprinkler on hot days. Children need a bathing suit, towel, and rubber shoes (something that can get wet yet protect the feet). Casual play clothing is recommended for everyday wear. Children will change clothing under adult supervision.

**Clothing - Extended Care Children (Grades Pre-K4-8):**

Beginning in the 2019-2020 school year, students attending Extended Care will remain in their uniforms until they are picked up for the day. Students may, however, choose to bring a pair of tennis shoes to wear after school.

**Diapering Supplies:**

Families of children requiring diapering must provide all supplies needed by the child (diapers, wipes, etc.). Parents must sign an authorization form to apply medicinal ointment. Please provide extra clothing for children transitioning to toileting.

**Parties:**

If you would like to celebrate your child's birthday at the Center, we are more than happy to do so. Please make arrangements with the staff. We request that you keep the party simple. During the year, staff members will plan holiday celebrations and request donations. Sign-up sheets will be posted.

**Toys from Home:**

Except on designated "Show & Share" days, we ask that children not bring toys from home. The full-day children may bring a small doll or stuffed animal for naptime, as long as they understand that it must stay in the cubby at other times. Books may be brought in to share at story time. If a child insists on bringing something, please tell him or her that he or she must ask permission to do so. The Center is not responsible for playthings brought from home. Pacifiers are prohibited. For preschool children, electronic devices should remain at home.

**Change in Status:**

Please notify us, in writing, of any change in work status, telephone number, address, marital status, custody status, etc. Parents wishing to withdraw their child(ren) should give the Center two weeks' notice in writing.

**Parent-Staff Communication:**

Areas of concern relating to your child may be discussed either informally at drop-off or pick-up or at a formally-requested conference. A newsletter may be sent out periodically to inform you of any events or changes to current policies. We have an open door policy and welcome your visit at any time. Monthly calendars and weekly newsletters are provided.

Appointments for conferences should be made for a time that is convenient for those concerned and to also allow for complete supervision of the children. At no time should a parent confront a child or another parent. Inappropriate adult language and behavior will not be tolerated and may result in the dismissal of the child.

There is a board on the sign-in table in extended care that indicates where each group is located. Upon arriving in the cafeteria, please sign-in, go to the cubby, then locate your child's group.

While the main telephone number for the Edu-Care Center is 410-760-2024, you may also call 410-760-2055 to reach the cafeteria and the extended care office directly. Inquiries may also be sent to [d.gieler@mmladeschool.com](mailto:d.gieler@mmladeschool.com). The FAX number is 410-766-7399. Important announcements regarding emergencies, early closings, etc., will be made through the school's automated notification system. Changes in Center hours may also be found by calling 410-760-2024 in the event of emergencies, bad weather, etc.

In nice weather, we spend a lot of time outside and cannot always answer the telephone as needed. Persons dialing 410-760-2024 will get a recording after 7-8 rings and may leave a message. Staff members will check for messages periodically or upon returning inside.

## **Family Engagement**

At Monsignor Slade Catholic School, we have many opportunities for family engagement during the school year. We encourage families to be a part of activities such as Muffins with Mom, Donuts with Dad, Grandparents' Days, Movie Nights, etc. We participate in community outreach through our work with local food banks, homeless shelters, etc. We encourage families to be a part of our Home and School Association, and to participate in school fundraisers. Through our partnership with Christ the King Church, we reach out to the local Hispanic community, working with church leaders to translate for families who may speak English as a second language, and we also have bilingual teachers who help to keep accurate communication flowing with our families.

## **Discipline:**

When we discipline children, we are teaching them two things: to use desirable behavior and to avoid undesirable behavior. We believe the most effective method of discipline is a positive reward system. Praise and kindness will be used as encouragement.

Teachers help promote self-discipline by modeling positive and appropriate behavior, encouraging children to "use their words" during peer disagreements, and redirecting behavior when it is appropriate. Children are given developmentally-appropriate choices to allow for independent thinking.

On occasion, when warranted, a child may ask to use a "quiet chair" to settle, and will be in "time out" for one minute for every year of age, then will speak with the teacher about the behavior. Parents are made aware of discipline concerns through notes, emails, phone calls or informal conversations. The Center or parents may request a conference to discuss concerns and work on behavior goals and an action plan so that we work together towards developing positive behaviors.

Behaviors do not respond to the above techniques, removal from the program may be necessary. Types of behavior that could result in dismissal are: repeated physical and/or verbal abuse (hitting, biting, hair pulling); constant refusal to follow directions and obey staff; leaving the group without staff permission; offensive language and/or actions. All of these situations are potentially hazardous to your child and/or others. Every attempt will be made to work with the child and family to correct misbehavior, but if the behavior continues, the child will be dismissed from the Center.

## **Positive Behavioral Practices**

At Monsignor Slade Edu-Care, it is our goal to help each child learn in a developmentally appropriate way, starting with social emotional development, which give the student the foundation for future academic success. To help a child learn positive behavior, we use praise, behavior modeling and redirection to achieve our goal. We strive to observe positive behaviors and give them praise and be clear that these are the desired behaviors to help the child feel a sense of accomplishment.

In some instances, we may implement a behavior chart with stickers to show the child the progress that they are making toward a desired behavior goal. We will work in conjunction with the child's parents to set achievable goals so that the student experiences the sense of accomplishment in school and at home.

In each classroom we develop classroom rules at the beginning of the year, asking for input from the students so that the rules and expectations are clear and understandable. These rules are written on a poster with picture cues so that the students will be able to refer to the rules for reinforcement.

We also work with the students on personal problem solving skills. We want to help develop empathy for other children, resilience and self confidence. If a child is having difficulty with a skill, we will model it for them, then give them the opportunity to try it for themselves.

## **Transition Protocol - Pre-K4:**

To ensure a smooth transition from home or a previous school environment, the student and parent may attend a "Visit Day" before the beginning of school which includes a visit to the classroom and a "meet-and-greet" with the teachers. Parents are also invited to attend the MSCS New Parent Night. After school begins, both informal and formal information may be shared regarding the student's adjustment. In May, students will have a "Step-Up Day" where they visit the classroom for the following year.

If your child will be leaving our program to attend another school, please provide a "Release of Records form," and we will send records to the admitting school.

**Field Trips:**

Periodically, the children in Edu-Care as well as Extended Care are scheduled for a field trip. Permission slips are required and at no time will a child be allowed to participate without the permission slip. Field trips are a privilege and, at the discretion of the administration, a child may not be allowed to participate alone or without a personal chaperone. All Pre-K children must have a parent or guardian attend the field trip.

**Inclement Weather:**

Visit [www.aacps.org](http://www.aacps.org) or monitor radio/TV stations for inclement weather postings for Anne Arundel County Public Schools. Monsignor Slade Catholic School, the Edu-Care Center, and the Extended Care Program will follow the delayed opening or school closing announcements given for Anne Arundel County Public Schools, with the exceptions listed below.

- If the County schools announce no A.M. Kindergarten due to a two-hour delay, our Pre-K4 (full-day) and Kindergarten will be in session as ours is a full-day program. The Pre-K4 half-day students will not report.
- If Anne Arundel County closes early due to excessive heat, Monsignor Slade Catholic School will remain open, as our classrooms are air-conditioned.
- If Anne Arundel County announces a two-hour delay on a day that we have a scheduled half-day, Monsignor Slade Catholic School will not open that day.
- On some rare occasions, the MSCS Edu-Care Center and Extended Care Program will open though school is closed, and on those occasions, you will receive an Electronic message.
- All after-school activities are cancelled if school is closed for inclement weather.
- On some occasions, school may not be closed for inclement weather during the regular school day, but after-school activities will be cancelled because of inclement weather. In cases such as that, Monsignor Slade Catholic School follows the decision of Anne Arundel County Public Schools.
- On days when Anne Arundel County Public Schools are not in session, or for school-specific emergencies, the Department of Catholic Schools will make an independent decision regarding closing. In such cases, delayed opening or school closing information will be provided through Electronic notification system and on the homepage of the Monsignor Slade Catholic School website as a red banner alert.

**Screen Time Policy:**

Children ages two and older utilize screentime for educational instructions, physical activities, and purposeful interactions to enhance the curriculum and planned lessons. Directed and supervised by the teachers, an interactive SmartBoards, a teacher computer, and a DVD may be used. Teachers engage the students with active participation, interactive hands-on experiences, classroom dialogue, and exploration in the classroom.

According to the Academy of American Pediatrics, passive, excessive, and inappropriate screen time is directly related to a child's learning. Screen time impacts a child's cognitive development, overall health, physical development, and social/emotional development. The Center supports the AAP recommendations on limiting screen time. When screens are utilized, the children have the option of using their bodies (movement and voice), instruments, ribbons, signs, pointers, and to participate in dialogue (Q and A).

**Electronic Device Use:**

Electronic devices (cell phones, iPads, laptops, etc.) may only be used for the completion of homework between 3-5 p.m. Electronic devices are not permitted to be used at any other time or for any other purpose unless authorized by the director.

**Sunscreen:**

Sunscreen should be applied before the children arrive. We strongly encourage sun safety and recommend longer sleeves and hats as well as teaching the child to apply sunscreen as needed. With parent request and permission, staff will assist younger children with sunscreen application. For staff to reapply sunscreen, a signed consent form must be on file. Families will label and supply the sunscreen.

**MSCS Priority of Admissions:**

All pre-school children enrolled in the Edu-Care program are given priority of admission (after siblings of current students) to Monsignor Slade Catholic School, assuming all admission requirements are met, including but not limited to, adhering to the registration deadlines set forth by the school administration. Because of this status, pre-school families are asked to support the school whenever possible through participation in fundraisers. Your cooperation is greatly appreciated.

# August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10 HASA Sports Cards & Collectibles Show 9 a.m.— 3 p.m.
Edu-Care and Extended Care CLOSED						
11	12	13	14	15	16	17 New Family Brunch 9-11 a.m.
<b>SCHOOL STORE OPEN</b> Pick up school supply packets for your students during these days.						
		Store hours: 9am-12pm Advancement Committee Meeting, 6:30 p.m.	Store hours: 3-7pm Used Uniform Sale 3-7pm	Store hours: 9am-12pm		
18	19 School Store open: 3-7 pm	20	21 HASA Executive Board Mtg. 5:30 p.m.	22	23	24
25	26	27	28 <b>New Parent Night</b> for all new parents of students gr. 1-8—6:30 p.m. <b>Back-to-School Night</b> Pre-K4 and Kindergarten parents—6:30 p.m. <b>School Store open: 6-8 pm</b>	29 Ice Cream Social 6-7 p.m. 9/11 Food Drive begins	30	31

# September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>1</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;">                     9/11 Food Drive continues thru week→                 </div>	<p>2</p> <p style="text-align: center;"><i>Labor Day</i> SCHOOL CLOSED</p>	<p>3</p> <p><b>Opening of School</b> Pre-K4 &amp; Kdg. Last names A-L</p> <p>Pre-K4 Half-day Dismissal 11:30 a.m.</p> <p>Pre-K4 Full-day and Gr. 1-8 Dismissal 12:15 p.m.</p> <p style="text-align: center;">HASA Shoe Drive begins</p>	<p>4</p> <p><b>Opening of School</b> Pre-K4 &amp; Kdg. Last names M-Z</p> <p>Pre-K4 Half-day Dismissal 11:30 a.m.</p> <p>Pre-K4 Full-day &amp; Kdg. Dismissal 12:15 p.m.</p> <p>Grades 1-8 Dismissal 2:45 p.m.</p> <p>Slade Night at Italia's Corner Café 4-9 p.m.</p> <p><b>Back-to-School Night</b> for Parents—<b>Gr. 1-5</b> 6:30 p.m.</p>	<p>5</p> <p><b>Regular School Day</b> Grades Pre-K4—8</p> <p>Pre-K4 Half-day Dismissal 11:30 a.m.</p> <p>Pre-K4 Full-day and Gr. K-8 Dismissal 2:45 p.m.</p> <p>Symphonic Band rehearsal 2:45-4:15 p.m.</p> <p><b>Back-to-School Night</b> for Parents—<b>Gr. 6-8</b> 6:30 p.m. <b>8th grade only</b>—High School Info Meeting immedi- ately following BTS Night</p>	<p>6</p>	<p>7</p>
<p>8</p>	<p>9</p> <p style="text-align: center;">In-School Mass</p>	<p>10</p>	<p>11</p>	<p>12</p>	<p>13</p> <p style="text-align: center;">9/11 Food Drive ends</p>	<p>14</p>
<b>9/11 Food Drive—Worldwide Freedom Harvest</b>						
		<p>Advancement Committee Meeting 6:30 p.m.</p>	<p>HASA Executive Board Mtg. 5:30 p.m.</p>	<p>Symphonic Band rehearsal 2:45-4:15 p.m.</p>	<p>Student Council Officer Elections</p>	
<p>15</p>	<p>16</p> <p style="text-align: center;">Christmas musical auditions 3-4:30 p.m.</p>	<p>17</p> <p style="text-align: center;">Christmas musical auditions 3-4:30 p.m.</p>	<p>18</p> <p style="text-align: center;">Professional Day HALF-DAY Dismissal 12:15 p.m.</p> <p>Athletic Council 6:00 p.m.</p>	<p>19</p> <p style="text-align: center;">Band Demo Gr. 4-8</p>	<p>20</p> <p style="text-align: center;">Student Council Rep Elections</p> <p>Skate Night at Wheels in Odenton 5:45-7:45 p.m.</p>	<p>21</p> <p style="text-align: center;">HASA Sports Cards &amp; Collectibles Show 9 a.m. to 3 p.m.</p>
<p>22</p>	<p>23</p>	<p>24</p> <p style="text-align: center;">HASA Spirit Night</p> <p style="text-align: center;">Archdiocesan High School Fair at MSCS 6-8:05 p.m.</p>	<p>25</p> <p style="text-align: center;">Individual Picture Day Pre-K4, Kdg., 6, 7, 8 and Edu-Care 3-yr-olds</p>	<p>26</p> <p style="text-align: center;">Individual Picture Day Gr. 1, 2, 3, 4, 5 and Edu-Care 2-yr-olds</p>	<p>27</p> <p style="text-align: center;">Tuition Assistance Out-of-uniform Day \$2 per student</p>	<p>28</p>
<p>29</p>	<p>30</p>					



# October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Sept. 30	1	2	3	4	5
	A.C.R.E. Testing—Grade 8				Brown Bag Lunches - Gr. 3 & 4	
		Shoe drive ends	Beginner & Concert Band lessons begin Slade Night at Italia's Corner Café 4-9 p.m. HASA Exec .Board Meeting 5:30 p.m.	Symphonic Band lessons begin	Student Bake Sale	
6	7	8 In-School Mass  Advancement Committee Meeting 6:30 p.m.	9 Donuts with Dad A—L 7:15—7:45 a.m.  HASA General Meeting 6:30 p.m.	10 Donuts with Dad M—Z 7:15—7:45 a.m.	11 Race for Slade  Interims distributed for Pre-K3—Gr. 2	12 Middle School Dance Grades 7 & 8 6:30-9:30 p.m.
13	14	15	16 Parent Conferences HALF-DAY Dismissal 12:15 p.m.  Athletic Council 6:00 p.m.	17 Parent Conferences SCHOOL CLOSED	18 Faculty Retreat SCHOOL CLOSED	19 HASA Sports Cards & Collectibles Show 9 a.m.—3 p.m.
20	21	23	23 Winter Used Uniform Exchange 4-6:30 p.m.  Band Boosters Meeting 7 p.m.	24	25 Tuition Assistance Out-of-uniform Day \$2 per student	26 Boo Family Bingo 3-5 p.m.
27	28 Symphonic band lessons today due to Halloween; no after-school rehearsal	29	30	31 Halloween at Slade HALF-DAY Dismissal 12:15 p.m.  Professional Day P.M.		

# November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 In-school Mass	2 Parent Cleaning Day
3	4 Apopka Toy Drive begins	5	6 Slade Night at Italia's Corner Café 4-9 p.m.  HASA Exec. Board Meeting 5:30 p.m.	7	8 Brown Bag Lunches - Gr. 5 & 6 Student Bake Sale	9
10	11 Open House for Prospective Parents 8:30-10:30 a.m.	12  Advancement Meeting 6:30 p.m.	13 Professional Day HALF-DAY Dismissal 12:15 p.m.	14	15 Skate Night at Wheels in Odenton 5:45-7:45 p.m.	16 HASA Sports Cards & Collectibles Show 9 a.m. to 3 p.m.
17	18	19 HASA Spirit Night	20  Athletic Council 6:00 p.m.	21	22 Trimester 1 ends  Tuition Assistance Out-of-uniform Day \$2 per student	23
24	25 Trimester 2 begins	26	27	28	29	30
			Thanksgiving Holidays SCHOOL CLOSED			
			Edu-Care & Extended Care OPEN	Edu-Care & Extended Care CLOSED		

# December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Band Rehearsal—Audit. Concert—7 p.m. Symphonic—8 p.m.	3	4 Apopka toy drive ends Slade Night at Italia's Corner Café 4-9 p.m. HASA Exec.Board Mtg. 5:30 p.m.	5 Apopka toys prepared for shipment	6 Apopka toys shipped Brown Bag Lunches - Gr. 7 & 8 Student Bake Sale Progress Reports distributed Fall Sports Assembly 1:45 p.m.	7 High School Placement Test
8 Christmas at Slade 9 a.m. to 1 p.m.	BOOK FAIR					14 High School Placement Test
	Christmas Musical Tech Week				13 Honor Roll Assembly	14 High School Placement Test
		Advancement Committee Meeting 6:30 p.m.			Christmas Musical evening performance 6:30 p.m.	Christmas Musical matinée 2:30 p.m.
15	16 Spring musical auditions 3-6 p.m.	17 Spring musical auditions 3-6 p.m.	18 Showchoir & Band Christmas Concert 6:30 p.m.	19 In-school Showchoir & Band Concert Callbacks for spring musical, 3-6 p.m.	20 Christmas holidays begin HALF-DAY Dismissal 12:15 p.m. <i>(Students may wear Christmas and/or red &amp; green attire)</i>	21 HASA Sports Cards & Collectibles Show 9 a.m.—3 p.m.
22	CHRISTMAS HOLIDAYS SCHOOL CLOSED					28
29	30 Christmas Holiday SCHOOL CLOSED	31 New Year's Eve SCHOOL CLOSED				

# January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day Last day of Christmas vacation SCHOOL CLOSED	2 Classes resume Out-of-uniform Day Students may wear something new from Christmas	3 Brown Bag Lunches - Gr. Pre-K4 & Kdg. Student Bake Sale	4
5	6	7	8 Class Pictures  Slade Night at Italia's Corner Café 4-9 p.m.  HASA Exec. Board Meeting 5:30 p.m.	9 Activity Pictures	10	11 HASA Sports Cards & Collectibles Show 9 a.m. to 3 p.m.  Middle School Dance Grades 7 & 8
12	13	14  Advancement Committee Meeting 6:30 p.m.	15  Athletic Council 6:00 p.m.	16	17 Interims distributed for Pre-K3—Gr. 2	18 Middle School Dance snow-date
19	20 Martin Luther King, Jr. Day SCHOOL CLOSED	21 HASA Spirit Night	22 HALF-DAY Dismissal 12:15 p.m.  P.M. Parent-Teacher Conferences	23	24 Tuition Assistance Out-of-uniform Day \$2 per student  Skate Night at Wheels in Odenton 5:45-7:45 p.m.	25 Parent Cleaning Day
26 Open House for Prospective Families 11 a.m. to 1 p.m.	27 In-school Mass	28  Band plays at Marley Station Mall 7 p.m.	29	30  Family Movie Night movie starts at 6:15 p.m., Doors open at 6 p.m.	31 HALF-DAY Dismissal 12:15 p.m.  Candy sale kick-off	

Mid-Terms—8th Grade

CATHOLIC SCHOOLS' WEEK

# February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Candy Sale begins	4	5	6	7	8 HASA Sports Cards & Collectibles Show
	A.C.R.E. Testing—Grade 5					
			Slade Night at Italia's Corner Café 4-9 p.m.  HASA Exec. Board Meeting 5:30 p.m.		Brown Bag Lunches - Gr. 1 & 2  Student Bake Sale	
9	10	11  Advancement Committee Meeting 6:30 p.m.	12 Professional Day SCHOOL CLOSED	13	14	15
16	17 Presidents' Day SCHOOL CLOSED	18	19  Athletic Council 6:00 p.m.	20	21	22
23	24 Candy Sale ends	25	26 Muffins with Mom A—L 7:15—7:45 a.m.  In-school Mass	27 Muffins with Mom M—Z 7:15—7:45 a.m.  Pre-K & Kdg. Information Night 6:30 p.m.	28 Tuition Assistance Out-of-uniform Day \$2 per student  HASA Bags 'n Bling Bingo 7-10p.m.	29

# March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Slade Night at Italia's Corner Café 4-9 p.m.  Spring Used Uniform Exchange, -4-6:30 p.m.  HASA Exec Bd 5:30 p.m.	5	6 Brown Bag Lunches - Middle School Student Bake Sale  Trimester 2 ends	7 HASA Sports Cards & Collectibles Show
8	9 Trimester 3 begins	10	11 Professional Day HALF-DAY Dismissal 12:15 p.m.	12	13 Progress Reports distributed	14
Spring Musical TECH WEEK					Spring Musical Friday, 6:30 p.m. Saturday, 1:00 & 6:30 p.m.	
		Advancement 6:30 p.m.				
15	16	17 Slade Spirit Day <i>Students may wear Slade spiritwear or Green &amp; white attire</i>	18  Athletic Council 6:00 p.m.	19 In-school Mass	20 Honor Roll Assembly  Tuition Assistance Out-of-uniform Day \$2 per student	21
22	23	24	25	26	27	28
Standardized Testing—Grades 2-8					HASA Father & Daughter Dance 6-9 p.m. School auditorium	
		HASA Spirit Night				
29	30	31	Apr. 1	Apr. 2	Apr. 3	Apr. 4
Standardized Testing—Grades 2-8						
	Teens Rock auditions 2:45-5 p.m.					

# April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Mar.29	Mar. 30	Mar. 31	1	2	3	4	
	Standardized Testing—Grades 2-8				Student Bake Sale Brown Bag Lunches - Gr. 3,4, & 5  Stations of the Cross 1:45 p.m.	HASA Sports Cards & Collectibles Show 9 a.m.—3 p.m.	
			Slade Night at Italia's Corner Café 4-9 p.m.  HASA Exec. Board Mtg. 5:30 p.m.				
5	6	7	8	9	10	11	
	Easter Vacation SCHOOL CLOSED						
12	13	14	15	16	17	18	
	Easter Vacation SCHOOL CLOSED				Classes resume	Tuition Assistance Out-of-uniform Day \$2 per student	Parent Cleaning Day  HASA Mother & Son Adventure Off-campus
19	20	21	22	23	24	25	
		Advancement Committee Meeting 6:30 p.m.	Grandparents' Day Pre-K4, Kdg., & Gr. 1  HASA General Meeting and Elections 6:30 p.m.	Grandparents' Day Gr. 2 & 3	Grandparents' Day Gr. 4, & 5  Interims distributed for Pre-K3—Gr. 2		
26	27	28	29	30			
			Symphonic Band rehearsal, 7 p.m.	Band taping—A.M.  Middle School Information Night 6:30 p.m.			

# May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1 May Procession Brown Bag Lunches - Pre-K-Gr.2	2 Concert and Symphonic Band Competition— Hershey Park, PA	
3	4	5	6 Slade Night at Italia's Corner Café 4-9 p.m.	7	8	9 HASA Sports Cards & Collectibles Show	
		<p style="text-align: center; margin: 0;">FLOWER MART</p> <div style="display: flex; justify-content: space-between; padding: 2px;"> <span>Middle School</span> <span>Grades 2-5</span> <span>Edu-Care, Pre-K, Kdg., &amp; Gr. 1</span> </div>			Athletic Council 6:00 p.m. HASA Exec Bd 5:30 p.m.	Teens Rock 7 p.m.	
10	11	12  Advancement Committee Meeting, 6:30 p.m.	13  In-school Mass  Professional Day HALF-DAY Dismissal 12:15 p.m.	14  Graduation Photo 8:30 a.m.	15  Tuition Assistance Out-of-uniform Day \$2 per student	16  HASA May Fair 1-5 p.m.	
17	18	19	20  Spring Band Concert 7 p.m.	21 Last day for part-time 2-year-olds  In-school Spring Band Concert	22 Last day for part-time 3-year-olds  Winter Sports Assembly 1:40 p.m.	23	
24	25  Memorial Day SCHOOL CLOSED	26	27	28	29 Living Rosary  Last day for full-time 2- and 3-year-olds	30	
		<p style="text-align: center; margin: 0;">Final Exams—8th Grade</p>					
31		HASA Spirit Night					



# June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 8th Grade Retreat	2 Middle School Field Day	3 Slade Night at Italia's Corner Café 4-9 p.m.  Athletic Council 6:00 p.m. HASA Exec. Board Meeting 5:30 p.m.	4 <b>Last day for Pre-K4</b>  8th Grade Out-of-uniform 8th Grade Dinner Dance 5:30 p.m.	5 <b>Last day for 8th Grade</b> 8th Grade Dismissal at 10:45 a.m.  8th Grade Graduation 7 p.m.	6
7	8  Field Day Grades K-2	9  Kindergarten Out-of-uniform  Field Day Grades 3-5  Advancement Committee Meeting 6:30 p.m.	10 <b>Last day for Kdg.</b>  Gr. 1-7 Out-of-uniform  <b>HALF-DAY</b> <b>Dismissal 12:15 p.m.</b>	11 <b>Last day for Gr. 1-7</b> In-school Mass Progress Reports distributed  <b>HALF-DAY</b> <b>Dismissal 11:15 p.m.</b>	12 Last day for Teachers	13 HASA Sports Cards & Collectibles Show
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				